

**AGENDA**  
**TOWN OF EDGEWOOD**  
**REGULAR COUNCIL MEETING – July 20, 2016 @ 6:30 P.M.**  
**EDGEWOOD COMMUNITY CENTER - #27 E. FRONTAGE ROAD**  
**PLEASE SILENCE ALL ELECTRONIC DEVICES DURING MEETING**  
**THANK YOU.**

(The Town of Edgewood Council is pleased to have residents of the community take time to attend Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared. Public comments may not be disruptive or harassing, and all persons are expected to maintain respect and decorum. Accordingly, rude, slanderous, or abusive comments and/or boisterous behavior will not be permitted. Written comments are welcomed and should be given to the Clerk-Treasurer prior to the start of the meeting).

- **CALL TO ORDER.**
- **PLEDGE OF ALLEGIANCE.**

**1. APPROVAL OF AGENDA.**

**2. APPROVAL OF CONSENT AGENDA.**

- A. Approval of the Draft Regular Council Meeting Minutes of July 6, 2016.
- B. Acknowledge Receipt of the Final Planning & Zoning Commission Meeting Minutes of June 6, 2016.
- C. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of June 20, 2016.
- D. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of July 5, 2016
- E. Acknowledge Receipt of the Draft Library Board Meeting Minutes and Library Report for the month of June 2016.
- F. Acknowledge Receipt of the Draft Animal Control Advisory Board Meeting Minutes for the month of June 2016.

**3. PUBLIC HEARING.**

**Quasi-Judicial Procedure: Certification that Public Notice of this Meeting has been posted as required: This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and the swearing in of all parties giving testimony. The affected parties will have the right to cross-examine persons giving testimony.**

**Confirmation of no conflict of interest or ex-parte communication.**

- A. Adoption of proposed Ordinance No. 2016-04 granting the approval of a zone change from SU – Special Use zoning to R2 – Conventional Residential for the property located at: 506 Dinkle Road, Tract B, as shown on “Land Division of a portion of the Lands of Donald E. & Mary E. Huston” being located in portions of Sections 14, 23, & 24, T10N, R7E, N.M.P.M. Town of Edgewood, Santa Fe County, NM.
- B. Adoption of Zone Map Amendment for property located at 506 Dinkle Road, Tract B, being located in portions of Sections 14, 23, & 24, T10N, R7E, N.M.P.M. Town of Edgewood, Santa Fe County, NM.
- C. Adoption of Amendment to the Town of Edgewood Zoning Ordinance 2014-02, as amended August 5, 2014. – District Standards – Building Heights.

D. Infrastructure Capital Improvements Program (ICIP) Discussion

4. **MATTERS FROM THE MAYOR.**
  - A. Wal-Mart Update
  - B. Old Red Fire Station Uses.
  - C. EMWT Regional Water Association Annual Business Meeting- July 29, 2016
5. **MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.**
6. **TOWN OF EDGEWOOD POLICE REPORT – Chief Crow.**
  - A. Police Report and Animal Control Report for the month of June 2016.
7. **RESOLUTIONS.**
  - A. Transportation Alternatives Program (TAP) Funds Resolution No. 2016-09
  - B. Budget Resolution No. 2016-11
  - C. Budget Resolution No. 2016-12
  - D. Budget Resolution No. 2016-13
8. **PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.**
9. **ARTS ALLIANCE.**
  - A. Mural Project Designs Discussion.
10. **APPROVAL OF EVEDA PROFESSIONAL SERVICES AGREEMENT.**
11. **DISCUSSION/ADOPTION OF SPEED LIMIT RECOMMENDATIONS FOR VARIOUS ROADS.**
12. **POSITION CLASSIFICATION PLAN DISCUSSION – Councilor Abraham**
13. **MATTERS FROM THE CLERK/TREASURER.**
14. **APPROVAL OF THE FINANCIAL REPORT FOR THE MONTH OF JUNE 2016.**
15. **ANNOUNCEMENTS and/or CALENDAR REVIEW.**
  - A. Regular Council Meeting – August 3, 2016 @ 6:30 P.M.
  - B. Regular Council Meeting – August 17, 2016 @ 6:30 P.M.
16. **FUTURE AGENDA ITEMS.**
  - A. Approval of Application for Drainage Study Grant Through NMFA
  - B. Security Cameras Discussion
  - C. Road Maintenance Discussion
  - D. I.C.I.P Discussion August 3, 2016

17. **ADJOURN.**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Clerk at the Town Offices located at 1911 Historic Route 66, at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Town Clerk at (505)286-4518, or by e-mail at [clerk@edgewood-nm.gov](mailto:clerk@edgewood-nm.gov) if a summary or other type of accessible format is needed. **The complete council packet may be viewed on the web, visit [www.edgewood-nm.gov](http://www.edgewood-nm.gov) click on Agendas & Minutes.**



**MINUTES  
TOWN OF EDGEWOOD  
REGULAR COUNCIL MEETING – July 6, 2016 @ 6:30 P.M.  
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD**

- **CALL TO ORDER.**

Mayor Bassett called the meeting to order at 6:30 p.m.

Councilors Present: Chuck Ring, Rita Loy Simmons, and John Abrams

Councilor Not Present: Sherry Abraham

Also Present: Clerk/Treasurer Juan Torres, Deputy Clerk Linda Holle, Rebecca Sanchez, and Bonnie Pettee, Planning and Zoning.

- **PLEDGE OF ALLEGIANCE.**

1. **APPROVAL OF AGENDA.**

Mayor Bassett stated agenda items 11 and 13 need to be removed from this evening's agenda, as we are awaiting additional paperwork to come in on the Resolution in Item 11 and Councilor Abraham requested Item 13, approval of the EVEDA Agreement, be tabled to the July 20 meeting so that she may attend.

**MOTION:** Councilor Abrams made a motion to approve the Agenda removing Items 11 and 13.

Councilor Ring seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

2. **APPROVAL OF CONSENT AGENDA.**

A. Approval of the Draft Regular Council Meeting Minutes of June 15, 2016.

B. Approval of the Draft Special Meeting Minutes of June 20, 2016.

**MOTION:** Councilor Simmons made a motion to approve the Consent Agenda with discussion on both items.

Councilor Ring seconded the motion.

Councilor Simmons requested the Council Meeting Minutes of June 15, 2016, Item 4F, state, "Mayor Bassett stated the Selection Committee is reviewing the engineering proposals and may have something to report next week meeting."

Regarding the Special Council Meeting of June 20<sup>th</sup> convened to approve Resolution No. 2016-08, Banning the Sale and Use of Fireworks, Councilor Simmons stated the need to act within the laws of the State instead of waiting for Santa Fe County to act, as well as being more alert as to when to bring the matter to Council.

**VOTE:** All Councilors voted aye. The motion carried.

3. **MATTERS FROM THE MAYOR.**

A. Engineering Services Selection Update

Mayor Bassett announced four firms were chosen to provide engineering services to the Town: Bohannon Huston, dennis Engineering, Molzen Corbin, and Horrocks Engineers. They will each have an on-call contract. Councilor Simmons asked how the Town arrived at this arrangement. Mayor Bassett stated this will broaden our scope of engineering services. It was an arrangement brought to his attention by Mr. Torres and it was decided to give it a try.

**B. Deputy Clerk Position**

Mayor Bassett stated Ms. Linda Holle will be departing about the end of August 2016. The Deputy Clerk job opportunity has been posted on the Municipal Reporter and Town of Edgewood websites, as well as in newspapers and posting locations in Town.

**C. Walmart Update**

Mayor Bassett met with local Wal-Mart Store Manager Malachi Dawson and Regional Manager, James Torres. The Mayor stated Wal-Mart was amenable to most of the Town's requests regarding the exterior color scheme; however, Wal-Mart would like to keep the blue color. Mayor Bassett stated that was the color that aggravated people the most. The Town's preference is to return to the earth tone colors as shown in the original drawings of the store. Mayor Bassett stated the managers would respond to the Town after discussion with their upper management. Mayor Bassett addressed the concern of trash with the Wal-Mart managers who responded they were working the issue.

**D. Letter of Commendation to Officer Jerod Kuchan**

Mayor Bassett formally commended Officer Kuchan for stepping up to answer the call for an Acting Police Chief upon Chief Radosevich's retirement in May 2016. The Mayor lauded Officer Kuchan for his exemplary effort, his leadership during the period of transition from May 20 to July 5, 2016, and his willingness to do so.

**E. 4<sup>th</sup> of July Field of Arts Festival**

Mayor Bassett attended the Fourth of July Field of Arts Festival and stated there was a good turn-out. He offered kudos to the Route 66 Arts Alliance for a job well done.

**F. Special Meeting Request**

Mayor Bassett requested Council consider convening a Special Meeting to approve a Call for Public Hearing for a Zone Change Request. A zone change application was approved at the Planning and Zoning Commission Meeting the previous evening and the property is under a sales contract. If a Special Meeting is scheduled to approve the Call for Public Hearing, the Zone Change Request can be heard at the August 17<sup>th</sup> Council Meeting, instead of pushing it out to September. Councilor Simmons stated she would like to accommodate as best we can. The Council was in agreement with holding a Special Council Meeting on Monday, July 11, 2016 at 7:00pm in the Edgewood Community Center to approve a Call for Public Hearing.

**4. DISCUSSION, CONSIDERATION, AND ACTION ON ALTERNATE JUDGE POSITION.**



Mayor Bassett stated Mr. Erik Thompson is the only qualified applicant, even after posting for the Alternate Judge position for an additional two weeks. The Mayor stated the action is to consider offering Mr. Thompson's application to Judge White.

**MOTION:** Councilor Simmons made a motion to accept Erik Thompson for the Alternate Judge position and to offer his application to Judge White. Councilor Ring seconded the motion with discussion.

Councilor Ring stated Mr. Thompson is qualified for U.S. Supreme Court Justice.

**VOTE:** Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Ring voted aye. The motion carried.

**5. MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.**

Councilor Ring requested Council consider a resolution at a future meeting regarding approving roads for maintenance and the placement of cameras in various locations in Town where thefts have occurred.

Councilor Simmons noted her attendance at the NM Municipal League's Environment, Energy, and Natural Resources Policy Committee Meeting on June 25, 2016. A number of Resolutions were adopted but some were moved to Rules. There are many Task Forces working on water issues and the attempt is being made to consolidate the issues into something that would function in the Legislature. Councilor Simmons also attended the Arts Festival on the 4<sup>th</sup> and spent last week touring NM in Tin Lizzies.

Councilor Abrams commented on the good progress being made on the new bridge on Horton Road. He also stated the Town needs to consider what it is doing with the fireworks ban. With the weather we had before the 4<sup>th</sup> of July, lots of people had fireworks out and Councilor Abrams stated we might want to rethink how we pass that Resolution. Councilor Ring would prefer to do away with all fireworks except for public displays.

**6. MATTERS FROM THE MUNICIPAL JUDGE.**

A. Judge White will present his report for the month of June 2016.

In summary, the Court collected \$1,200 more in fines and fees in the month of June as compared to the previous month. YTD fine and fee collections were down \$2,000 as compared to the same time period last year.

B. NM Municipal League Policy Committee Meeting Update.

Judge White attended the NMML's Community Economic Development, Governmental Operations, and Human Resources Policy Committee Meeting on June 25. At this meeting, NMML Executive Director, Bill Fulginiti, announced the State is looking at a \$68M shortfall and the possibility of a Special Session. He also stated the State has less than 1% of its Reserve, when it is normally kept at 10%. Per Mr. Fulginiti, if the State falls into a deficit situation, a Special Session will be called and 'ugly' cuts will be made.



Hold Harmless might be in jeopardy if that occurs and it is possible the food tax exemption would be repealed. Final guidance from Director Fulginiti was to push forward with Resolutions contemplated by the Municipal League, even if it appears the funding may not be available. He noted, however, there may be rough times ahead.

C. Alternate Judge

Judge White received Alternate Judge Al Smith's resignation letter today. Judge Smith has moved and no longer meets the residency requirements of the position.

D. U.S. Department of Justice Letter

Judge White referenced a letter he received from the U.S. Department of Justice, Civil Rights Division, sent to all State and Local Courts. It is intended to assist court leadership in ensuring courts at every level of the justice system operate fairly and lawfully. The Judge highlighted some of the basic constitutional principles relevant to the enforcement of fines and fees set forth in the letter and how the Local Court fares in comparison.

E. Opening Prayer before Council Meetings

For informational purposes, Judge White shared the case, *Town of Greece v. Galloway*, in which the Supreme Court of the United States (SCOTUS) decided whether a prayer made at the beginning of a council meeting was constitutional. Basically SCOTUS found prayer before a legislative meeting is acceptable, with certain guidance.

**MOTION:** Councilor Abrams made a motion to accept the Municipal Court Report for the month of June 2016.  
Councilor Ring seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

7. **PUBLIC HEARING.**

**Quasi-Judicial Procedure: Certification that Public Notice of this Meeting has been posted as required:** Ms. Linda Holle certified Public Notice of this Hearing was posted as required.

**This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and the swearing in of all parties giving testimony. The affected parties will have the right to cross-examine persons giving testimony.**

**Confirmation of no conflict of interest or ex-parte communication.**

Councilor Ring stated he had no conflict of interest and no ex-parte communication. Councilor Simmons stated she had no conflict of interest and no ex-parte communication. Councilor Abrams stated he had no conflict of interest and no ex-parte communication. Mayor Bassett confirmed no conflict of interest and no ex-parte communication.

Mayor Bassett asked if anyone present objected to his participation as Chairperson or any Councilor's participation in these proceedings. No objections noted.



Clerk/Treasurer Juan Torres swore in those wishing to give testimony.

- A. Adoption of proposed Ordinance No. 2016-03 granting the approval of a zone change from SU–Special Use to RE–Residential Estate for property located at 17 Hill Ranch Road, Tract C in SE1/4 of Section 4, T10N, R7E, Town of Edgewood, Santa Fe County, NMPM, Lands of Howard and Dona Hill Trust.

Mayor Bassett requested an overview from Ms. Bonnie Pettee of what the applicant is seeking to do.

Ms. Pettee stated the applicant submitted a request for a zone change for 9.4 acres located at 17 Hill Ranch Road. The current owner of the property is Calvary Chapel and they were granted a Special Use designation in 2004 for the purpose of a church.

Applicant Mr. Terry Milford presented his request for Council's approval of a zone change to RE-Residential Estate for the property located at 17 Hill Ranch Road.

There were no questions from Council or Staff for the applicant. No proponents or opponents came forward to speak on this matter.

Ms. Pettee concluded her staff report presentation by stating the request is in compliance with requirements of the RE Residential Estate zoning. The application was heard at the Planning & Zoning Commission on May 17, 2016 and was recommended to be put forth to Council for approval.

Councilor Simmons sought clarification of the size of the parcel. Ms. Pettee stated the property was roughly 40 acres to begin with, then divided into four parcels. The parcel under consideration is 9.4 acres.

The applicant had no questions for staff.

Mayor Bassett closed the public portion of the Hearing to begin deliberations.

**MOTION:** Councilor Simmons made a motion to approve a zone change from SU–Special Use to RE–Residential Estate for property located at 17 Hill Ranch Road, Tract C in SE1/4 of Section 4, T10N, R7E, Town of Edgewood, Santa Fe County, NMPM, Lands of Howard and Dona Hill Trust.  
Councilor Ring seconded the motion.

**VOTE:** Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Ring voted aye. The motion carried.

- B. Adoption of Zone Map Amendment for property located at 17 Hill Ranch Road, Tract C, in SE1/4 of Section 4, T10N, R7E, Town of Edgewood, Santa Fe County, NMPM, Lands of Howard and Dona Hill Trust.

**MOTION:** Councilor Simmons made a motion to adopt a zone map amendment for property located at 17 Hill Ranch Road, Tract C in SE1/4 of Section 4, T10N, R7E, Town of Edgewood, Santa Fe County, NMPM, Lands of Howard and Dona Hill Trust.  
Councilor Ring seconded the motion.

**VOTE:** Councilor Ring voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

Mayor Bassett stated the Public Hearing for the above matter was closed and we would now go into a Legislative Public Hearing for the Infrastructure Capital Improvement Program.

C. Infrastructure Capital Improvements Program (ICIP) Discussion

Mayor Bassett requested Clerk/Treasurer Juan Torres take the lead on this discussion. Mr. Torres stated the purpose of this Public Hearing is to obtain public input for future items. A series of Public Hearings have been scheduled to obtain public input to place items on the ICIP. In August, Council will vote on a final ranking of all items listed for consideration.

Ms. Holle affirmed Public Notice of this Hearing was posted as required.

Mayor Bassett noted last year's ICIP identified two projects for consideration: 1) a road maintenance water truck and 2) the extension of sewer lines and improvements to the Wastewater Treatment Plan System to increase capacity.

The Mayor's suggestion for this year's ICIP is to pave the second mile of Church Road between Quail Trail and Williams Ranch Road. Councilor Simmons noted the Mayor's interest in the adjacent property. The Mayor confirmed his interest in the adjacent property and noted that interest was the same prior to being elected Mayor, when he submitted the same project for consideration as a private citizen.

Councilor Ring stated his support for this project, primarily because of the flooding that occurs to the north. He noted it also needs attention because it is a school bus route.

Councilor Simmons related her experience of when Frost Rd was paved and her family was asked to grant an easement. They did so at no cost to the Town. Councilor Simmons pointed out the Mayor might be faced with a similar scenario. She agreed this project is worthwhile due to the heavy traffic to retail establishments on the road.

Councilor Abrams noted Church Road is a major route in and out of Edgewood in inclement weather and was identified on a draft emergency plan as a major road.

Mayor Bassett opened the discussion to the public for input.



Ms. Monica Parker, co-owner with her husband, of Parker's Farm Greenhouse, stated she was happy to hear the Governing Body so agreeable about paving the second mile of Church Street. She then made her points in support of the project: it is a dedicated city road, a school bus route and an arterial evacuation route. Ms. Parker stated the dust abatement issues are huge to the many residents who live on the road, including those in the Senior Citizens Home. She referenced a petition of almost 300 signatures of individuals who have compassion for the residents who live along the dusty road. Ms. Parker requested the Town consider widening and paving the second mile of Church St.

Mr. Steve Lampkin stated a petition of about one hundred names had been submitted to the previous mayor to get Appaloosa paved. It is the main route out of Steeplechase and the road all the delivery trucks use. This road also has dust abatement issues. Mr. Lampkin requested Council's consideration in paving this heavily traveled road. Mayor Bassett noted that Steeplechase is still on the priority list of those roads yet to be paved.

**MOTION:** Councilor Ring made a motion to continue this Public Hearing on Infrastructure Capital Improvements to the July 20, 2016 Meeting. Councilor Abrams seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

**8. PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.**

Ms. Linda Burke is organizing this year's 16th annual Route 66 Run, Rally & Rock event on behalf of the Chamber of Commerce. She invites all to participate in the parade and festivities on August 6, 2016. The Expo will not only showcase businesses but also local artisans and service people in the community. She stated volunteers are needed to help in all aspects of the event. Ms. Burke announced there will be a fun zone this year to include a bouncy house, water slide, and climbing wall. There will be live entertainment provided by local talent. A new component this year will be a community picnic to fill that time from 6:00 to 9:00 before the fireworks display begins. Everyone is welcome to bring their own food and use the Picnic Tent which will be converted from the Expo Tent. Rich Ford is hosting the event at their location and providing the tent, chairs, tables and fireworks display, weather permitting. The Town is providing funds and local businesses are being contacted for sponsorships. Councilor Simmons mentioned her Dodge 3500 is available for use as a platform for judges at the parade, if requested. Ms. Burke made the request. She closed by saying she is looking for floats, horse groups and others to participate in the parade.

Mr. John Carpenter thanked all Police, Fire Department, and Emergency Medical personnel, as well as volunteers and those on the front line for their assistance during the Dog Head Fire. Although the community pulled together, Mr. Carpenter believes the Town needs to have a tactical plan to deal with emergencies. He stated there is still a problem with 911 in this area dropping calls. Mr. Carpenter inquired about forming a Public Safety Commission to coordinate with first responders in emergency situations. He sees a major gap that could be filled with volunteers. Councilor Ring recommended Mr. Carpenter head the committee if the Mayor decides to organize one. Mayor Bassett



echoed Councilor Ring's recommendation. Mr. Carpenter suggested starting with a short protocol including: a list of resources, identification of an Incident Commander, someone to help with animals, an inventory of assets we do have, identification of evacuation routes, etc.

Ms. Susan Simons presented a final close-out of the Spay & Neuter Van Clinic. She stated 54 animals were seen. The van costs a little over \$4,000 for two days. Receipts totaled approximately \$ 3,248 between the Town's contribution, what individuals were able to pay, and donations. Ms. Simons thanked Subway, Pizza Barn, and Smith's for their donations. She mentioned she has talked to Officer Mike Ring about an evacuation plan and Officer Ring now has the large animal trailer up and running if needed. The Animal Control Advisory Committee would like to be involved in the development of a disaster/evacuation plan. Ms. Simons stated she would like to have another Spay & Neuter Van Clinic in the fall, if funds are available to do so.

Mr. Tappan Mahoney introduced himself as an Edgewood business owner of dennis Engineering, employing sixteen people with very good salaries and high-paying jobs. He stated the business has a substantial investment in resources, property and offices on Main Street and his purpose tonight is to speak to rumors and/or accusations. Mr. Mahoney stated dennis Engineering does its own engineering and does not review its own work; the firm has paid its share of fees dictated by the Town Ordinances for others to do so. He stated the firm had interests in property on Route 66 with the intent of expanding their business, but that is no longer the plan and the property is for sale. Mr. Mahoney made clear dennis Engineering does not perform private developmental work within the Town of Edgewood. He stated enforcement of Ordinances is not the task of his firm nor do they have such authority. Mr. Mahoney closed by thanking the Town for the opportunities to work for the Town and for the Town to support their business.

**9. DISCUSSION/ADOPTION OF SPEED LIMIT RECOMMENDATIONS FOR VARIOUS ROADS.**

Mayor Bassett introduced recommended speed changes on Edgewood Roads. Councilor Ring suggested the new Police Chief, Mr. Ron Crow should have a chance to review these suggestions and express his concern. Councilor Simmons began to move to a motion of approving the speed limit changes, but was informed by Mr. Norton Henninger that this speed limit list was already in effect. He stated the list they were looking at is an older version. He added that the decrease of some speed limits were a recommendation of Retired Police Chief Radosevich, after a traffic study was completed by MRCOG. After further discussion Councilor Simmons withdrew her beginning motion and instead moved to table this Item to the next Council Meeting for further review.

**MOTION:** Councilor Simmons made a motion to defer the Discussion/Adoption of Speed Limit Recommendations for Various Roads to July 20, 2016.  
Councilor Abrams seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.



**10. DISCUSSION, CONSIDERATION, AND ACTION ON DEDICATION REQUEST FOR BARTON CT.**

Mayor Bassett stated a petition was filed with residents requesting a road dedication of Barton Court. He stated Mr. Norton Henninger; Road Supervisor, Ms. Renee Nix; Fire Protection Specialist, and Ms. Bonnie Pettee; Code Compliance & Planning Assistant have visited the road and provided their reports. Councilor Ring stated we have decided to incorporate these residents and that should include us helping them out with maintaining their roads. He included these residents pay taxes, property taxes, and participate in the community, and he believes denying a road that only needs a cul-de-sac and nine hundred feet of a road is very disheartening. Mayor Bassett stated the road funding is already depleted, but if applicable funds would be found. Councilor Ring emphasizes the date the letter was received, as it has been months with no action. Mayor Bassett stated it was during the Mayoral Election, and since he became aware of it, a process of evaluation and investigations of the road were being assessed. Councilor Simmons requested an intersession.

Mayor Bassett called for a five-minute intersession at 8:09 pm. We resumed at 8:16 pm.

Mr. Henninger stated the criteria for road dedication is a minimum twenty-five feet wide and a six-inch road base. He stated these guidelines were given by the town and with following these guidelines is what led to his decision of denial to dedicate Barton Court. Councilor Ring asked if the town presently maintains the first 175ft. Mr. Henninger stated that is correct. Councilor Abrams reviewed the facts and stated the Town of Edgewood would be taking on 700ft which would include a cul-de-sac. He asked Mr. Henninger what the cost would be to bring the road up to standards without a cul-de-sac hoping the Santa Fe County Fire Department would accept this as a dedicated road. Mr. Henninger stated about \$8,100.00 in base course plus labor. Mayor Bassett asked about culverts, as the current residents do not have any. Councilor Simmons stated that should be the responsibility of the residents. Mr. Torres stated if a decision is made to dedicate this road or make any improvements to a private road, any future requests would be subjected to the same treatment, this would be setting precedent and possible litigations in the future if not followed in the same manner. Councilor Ring stated previous discussion with attorneys stated that improvements to private roads are allowable with circumstances. Mayor Bassett stated the Town of Edgewood does not have a good road policy, in which we will be working on. He stated at this time this is a petition for a road dedication and we need to decide if we are able to bring that road up to standards. Councilor Simmons stated at this time the dedication of Barton Court is not possible, but that does not mean the conversation is closed.

**MOTION:** Councilor Ring made a motion to deny road dedication of Barton Court with more investigation.  
Councilor Abrams second the motion with discussion.



Councilor Abrams would like to know from Legal Counsel if The Governing Body can approve a road dedication with conditions. He stated the condition would be, the current eleven residents make investments for their own culverts.

**VOTE:** All Councilors voted aye. The motion carried.

**11. APPROVAL OF RESOLUTION 2016-09, FEDERAL FY2018/2019  
TRANSPORTATION PROGRAM (TAP) FUNDS.**

When the motion to approve the agenda was made this evening, Agenda Item # 11 was removed. It will be brought forth on a future agenda.

**12. APPROVAL OF RESOLUTION 2016-10, DRAINAGE STUDY GRANT  
THROUGH NMFA.**

Mr. Torres stated this Resolution 2016-10 would authorize the town to send an application to the New Mexico Finance Authority for providing a drainage study that will target certain areas in the town. One being Church Street. Mayor Bassett stated after review with Mr. Mahoney the drainage study would be specific to the lower quadrant of the Town of Edgewood map.

**MOTION:** Councilor Abrams made a motion to Approve Resolution 2016-10, authorizing and approving submission of a completed application for financial assistance and project approval to the New Mexico Finance Authority.  
Councilor Simmons second the motion.

**VOTE:** All Councilors voted aye. The motion carried.  
The motion carried.

**13. APPROVAL OF EVEDA PROFESSIONAL SERVICES AGREEMENT.**

When the motion to approve the agenda was made this evening, Agenda Item # 13 was removed. It will be brought forth on a future agenda.

**14. CALL FOR PUBLIC HEARING ON JULY 20, 2016.**

A. Request for an amendment to the Town of Edgewood Zoning Ordinance 2014-02, as amended August 5, 2014. – District Standards – Building Heights.

**MOTION:** Councilor Abrams made a motion to Call for a Public Hearing on July 20, 2016 to hear a request for an amendment to the Town of Edgewood Zoning Ordinance 2014-02, as amended August 5, 2014. – District Standards – Building Heights.  
Councilor Simmons seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

**15. MATTERS FROM THE CLERK/TREASURER.**

A. Interim Budget Update



Mr. Torres stated the Town of Edgewood Interim Budget was granted approval and certified for use, by the State of New Mexico Department of Finance and Administration Local Government Division. He stated the approval of our budget is contingent upon submission of some documents with a deadline of July 31, 2016. He indicated there was an advisory note explaining that the Law Enforcement Protection Funding (LEPF) amounts should be reconciled with the Local Government Division (LGD) distribution, and the Gross Receipt Tax (GRT) funds should be verified and adjusted if necessary, and if the GRT needs to be more in line with actuals. Councilor Simmons stated the GRT is still not caught up, as we have asked for closer reconciliation. Mayor Bassett stated this advisory notice is a warning that our cash reserves could be detrimental to the future fiscal health and operations of our local public body. He stated on Saturday, July 16, 2016 is our last budget meeting and we will look into this one more time. Councilor Simmons stated that our town has had financial issues with our Wastewater System. Mr. Torres stated that our Wastewater and Road Funds are not self-sustaining, and our General Fund has been assisting us with this.

**B. Employee Evaluation Update**

Mr. Torres stated there are five evaluations that are needed to have a completed employee evaluation list. Councilor Simmons wanted to know how many employees were needed for review. Mr. Torres stated around thirty-three. Councilor Simmons showed her appreciation for Mr. Torres coming this late in the game. Councilor Ring asked what five evaluations were still needed. Mr. Torres stated all departments are completed, excluding the employees at the Town Hall. Councilor Ring asked someone was able to do the Police Departments evaluations? Mr. Torres stated Retired Chief Radosevich completed those evaluations and that he reviewed them.

**C. Phone System Update**

Mr. Torres stated the Town of Edgewood will be receiving a new phone system. He stated the initial cost should be about \$1,800.00, and our recurring costs would only be \$25 more than what the town is paying now. He indicated the town had budgeted eleven-thousand for a new phone system, in which it was considerably under budget. He stated the phone system is an Internet Protocol (IP) phone system. Which means it is hooked up to our internet connection. He stated this is ideal, especially if Town Hall was to ever move the IP system would be easy to move.

**16. ANNOUNCEMENTS and/or CALENDAR REVIEW.**

- A. Budget Preparation Workshop – July 16, 2016 @ 10:00 A.M.
- B. Regular Council Meeting – July 20, 2016 @ 6:30 P.M.
- C. Regular Council Meeting – August 3, 2016 @ 6:30 P.M.

Mayor Bassett requested a motion be made for a Special Council Meeting on July 11, 2016, in regards to a Call for a Public Hearing.

**MOTION:** Councilor Ring made a motion to conduct a Special Council Meeting, for a Call for a Public Hearing on July 11, 2016 at 7:00 pm located at the Edgewood Community Center.  
Councilor Simmons second the motion.

**VOTE:** All Councilors voted aye. The motion carried.  
The motion carried.

**17. FUTURE AGENDA ITEMS.**

- A. Approval of Application for Drainage Study Grant Through NMFA
- B. Security Cameras Discussion
- C. Road Maintenance Discussion
- D. Approval of Resolution 2016-09, Federal FY2018/2019 Transportation Program (TAP) Funds
- E. Approval of EVEDA Professional Services Agreement

**18. CLOSED SESSION.**

**As per motion and roll call vote, pursuant to NMSA 1978, 10-15-1 (H)(7) the following will be discussed in Closed Session.**

**MOTION:** Councilor Simmons made a motion to go into Closed Session at 8:53 pm.  
Councilor Abrams seconded the motion.

**VOTE:** Councilor Ring voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye.  
The motion carried.

**A. Possible Real Estate Transaction**

**MOTION:** Councilor Abrams a made a motion to go back into open session at 9:16 pm.  
Councilor Ring second the motion.

**VOTE:** Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Ring voted aye.  
The motion carried.

**Councilor Abrams verified that only items noted were discussed and no actions were taken.**

**Councilor Simmons affirms no decisions were made and only the items listed were discussed.**

**Councilor Ring affirms they discussed only the items on the Agenda, and made no decisions.**

**Mayor Bassett affirms they discussed only the items on the Agenda, and made no decisions.**

**19. ADJOURN.**

**MOTION:** Councilor Simmons made a motion to adjourn the meeting of July 6, 2016.  
Councilor Abrams seconded the motion.



**VOTE:** All Councilors voted aye. The motion carried.

Mayor Bassett adjourned the meeting of July 6, 2016 at 9:17 p.m.

**PASSED, APPROVED AND ADOPTED THIS 20<sup>th</sup> day of JULY, 2016**

---

John Bassett, Mayor

**ATTEST:**

---

Juan Torres, Clerk/Treasurer

**MINUTES  
TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION MEETING  
JUNE 6, 2016 AT 6:00 PM  
EDGEWOOD COMMUNITY CENTER  
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

**1. CALL TO ORDER & ROLL CALL**

Vice Chairperson Huppertz called the meeting to order at 6:08 pm.  
Commissioners present were: Larry Sullivan, Garry Bryant, & Vice Chair Cheryl Huppertz. Also present were: Juan Torres, Town Clerk/Treasurer, & Bonnie Pettee, Planning & Zoning. Chairman Dan Thompson was not present.

**2. APPROVAL OF AGENDA**

**MOTION:** Commissioner Sullivan made a motion to approve the Agenda, omitting Item #5 due to the absence of Chairman Thompson.

Chairman Thompson arrived at this time.  
Commissioner Sullivan withdrew his motion.  
Staff suggested that the agenda be amended to add the item "Public Comments" between Items 6 & 7.

**MOTION:** Commissioner Sullivan made a motion to approve the agenda, adding Public Comments to the agenda.  
Commissioner Huppertz seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

**3. ADJOURN TO SITE VISIT – BARTON COURT**

**MOTION:** Commissioner Bryant made a motion to adjourn the meeting to view Barton Court. Commissioner Sullivan seconded the motion.

Chairman Thompson adjourned the meeting for the site visit to Barton Court.

**4. RECONVENE**

**MOTION:** Commissioner Huppertz made a motion to re-convene the meeting.  
Commissioner Sullivan seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

**5. APPROVAL OF MINUTES:**

A. Draft Planning & Zoning Commission Meeting Minutes of May 17, 2016

**MOTION:** Commissioner Huppertz made a motion to approve the minutes of May 17, 2016. Commissioner Sullivan seconded the motion with discussion.

Commissioner Sullivan asked for clarification in the minutes; Item 3.A. which reads "Commissioner Sullivan was not present and, therefore, did not vote." He would like that sentence restated as "Commissioner Sullivan was not present for the vote."



Commissioner Sullivan made a motion to amend the minutes with suggested change. Commissioner Huppertz seconded the motion.

**VOTE:** All Commissioners present voted aye to approve the minutes of May 17, 2016 with changes. Motion carried.

**6. DISCUSSION & RECOMMENDATION ON BARTON COURT – ROAD DEDICATION**

Ms. Pettee noted she had given each Commissioner the report for Barton Court from the Fire Department just prior to tonight's meeting. She hadn't received it until after the packets were distributed.

Mr. Torres reviewed the Fire Department report which stated the road does not meet the 1997 Uniform Fire Codes or the 2003 International Code Standards. He further explained the gate and driveways should be 14 feet wide, the driving surface needed to support the weight of emergency vehicles, and the turnaround at the end of the road needs to meet the requirements of the Santa Fe County Fire Department.

Mr. Norton Henninger, Road Superintendent for Edgewood, addressed the Commission. Based on his inspection of Barton Road, he stated the road has no base course, curbs, or culverts. It does appear to be 20' wide, up to the turnaround.

Commissioner Huppertz inquired about private roads and the process for them.

Mr. Henninger stated it is against State law to do improvements on private roads, due to the anti-donation clause.

Commissioner Sullivan asked if there was a Road Improvement Plan in place.

Mr. Torres replied not as yet. There is an older one that was generated out of a previous Commission, which needs to be updated. There are two streets left on it. They will be done as funding becomes available.

**MOTION:** Commissioner Sullivan made a motion to advise the owners along Barton Court that we cannot approve the dedication at this time, due to problems with the road. It is substandard and based on the Fire Department report, not suitable for access by the Fire Department.

Commissioner Huppertz asked if they could approve it with conditions that they bring the road up to District standards.

Mr. Torres replied that they would need to do that first, then bring it back to the Town.

Commissioner Huppertz seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

**7. PUBLIC COMMENTS**

Roger Holden spoke regarding the Parks & Recreation projects he is currently working on. He stated that part of the projects involve the Commission. He briefly spoke about twelve projects that are ongoing. Some of which are: The Edgewood Community Park, the Equestrian Rest Stop, BMX Park, various BLM properties and how the proposed trail system will connect them all. He noted the fence encroachments on Horton and Cowboy Way and that the trail is not marked. He, also, commented on Ordinance 2012-01, Planning Roadway System Priorities for Improvement. He will work with the trail portion and the Commission will handle the roads. He added this should be a discussion item with the Commissioners in the near future.

**8. REQUEST FOR CHANGE IN ZONING FROM SU-SPECIAL USE TO R2-CONVENTIONAL RESIDENTIAL property located at:**



- A. 506 Dinkle Road, Tract B, as shown on "Land Division of a portion of the Lands of Donald E & Mary E Huston", being located in portions of Sections 14, 23, & 24, T10N, R7E, N.M.P.M., Santa Fe County, Town of Edgewood, NM 87015.

Bonnie Pettee presented the staff report, stating the applicant submitted the application for zone change from SU-Special Use to R2-Conventional Residential for 7.5 acres. The subject property was a portion of a larger parcel that was previously granted a Special Use for construction and gravel production. The business is no longer in production, so the Special Use is no longer needed. The applicants purchased the home and barn that is situated on 7.5 acres and are requesting the zone change to allow them to use the home for short term rentals. R2-Conventional Residential zoning allows "boarding, rooming & lodging houses" with a Conditional Use permit. He also suggested the possibility of classes and events on the property. Ms. Pettee stated the request to change zoning to R2-Conventional Residential is consistent with the surrounding properties. Staff recommends approval of the request. She added, upon approval, the applicants need to apply for the Conditional Use Permit before any rentals may take place.

Commissioner Sullivan asked how you know if it's safe or what the occupancy capacity is, or the size of the home is. He stated the report was short of information. He asked if mining was still going on.

Mr. Larry Miller and Dorothy Miller, applicants, approached the podium. Mr. Miller replied to the questions at hand. Mrs. Miller added that mining has not been done since her father passed away in 1995. She added the house is 2800 square feet and they were considering 2 possible room rentals. Mr. Miller pointed out on the map projected, the areas to be used for parking. He added they are working towards the rentals first and are unsure what they will do with the barn at this point.

**MOTION:** Commissioner Huppertz made a motion to approve the request for zone change from SU Special Use to R2 Conventional Residential for property located at 506 Dinkle Road, Tract B, as shown on "Land Division of a portion of the Lands of Donald E & Mary E Huston", being located in portions of Sections 14, 23, & 24, T10N, R7E, N.M.P.M., Santa Fe County, Town of Edgewood, NM 87015. Commissioner Bryant seconded the motion.

**VOTE:** Chairman Thompson asked all Commissioners in favor to say "aye". Commissioner Sullivan proposed an amendment to the motion as to why the recommendation was made:

1. We are moving from a Special Use zoning to a more restrictive one, R-2 Conventional Residential at the owner's request.
2. The Conditional Use Permit is not included in this vote and will require additional review.
3. R2- Conventional Residential Zoning is more consistent with an urban setting than a gravel pit.

Commissioner Huppertz stated that the applicant will need to come back for a Conditional Use Permit and these issues would be addressed then. This is just for the zoning. There was no second to the proposed amendment.



Chairman Thompson asked the Commissioners all in favor of the original motion to say aye.  
**VOTE:** All Commissioners present voted aye. Motion carried.

**9. DISCUSSION ON MINOR SUBDIVISION**

Ms. Pettee stated that after the conversation on Minor Subdivision at the last meeting, she requested to seek interpretation of the ordinance from Council. She presented Council with a small handout consisting of the Minor Subdivision definition and the Contents of the Plat section. She reported that after a brief discussion with the Councilors, it was determined that if all four items of the requirements for Minor Subdivision were not met, the subdivision would be processed as a Major Subdivision. Also, changes to the plat were necessary at the platting stage, rather than the development stage. It was also suggested at Council meeting that this "subject" could go back to Commission for possible amendments that would make it more "user friendly". Ms. Pettee quickly reviewed the handouts she provided for the Commissioners and asked them to review the documents to discuss at a later meeting.

Mayor Bassett asked if he could address this issue. He spoke about a check list and a possible alternative to Minor Subdivisions, being Summary Process. He also mentioned the information in the handouts from Corrales and Los Ranchos, stating they are "about as easy as subdivisions get".

**10. FINDINGS OF FACT AND CONCLUSION OF LAW & RECOMMENDED ORDER**

- A. Zone change from SU-Special Use to RE-Residential Estate for property located at: 17 Hill Ranch Road.

Commissioner Sullivan stated the owner requested a more restrictive zoning and the facts should be stated based on evidence heard. For example, in Part 3-Findings of Fact, it should be stated the zoning the applicant requested is more restrictive than the Special Use and the church doesn't need the property anymore.

**MOTION:** Commissioner Sullivan made a motion to approve the Findings of Fact and Conclusions of Law for a zone change from SU-Special Use to RE- Residential Estate for property located at 17 Hill Ranch Road, Lands of Howard and Dona Hill Trust, Section 4, T10N, R7E, N.M.P.M Santa Fe County, Edgewood NM based on the statement the Facts and Conclusions relied on, that Special Use zoning to Residential Estate is appropriate with the surrounding properties and that the property is not needed by the church.  
Commissioner Huppertz seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

- B. Minor Subdivision, Lone Pine Ranch, Hwy 344 & Prairie Moon Road

Commissioner Sullivan suggested a modification that clearly states this was a conditional approval and the need to explore what would happen if the applicant did not complete the changes within the 60 day time period. He stated that he would like to add a condition that the applicant would make the appropriate changes and presentation to Commission within 30 days; that the plat conform to the requirements of the ordinance and the 20' easement be added. Commissioner Huppertz stated that the applicant is not present and they can't re-do this now. Commissioner Sullivan asked how this could be fixed.

Ms. Pettee replied that she could add to Section 4.1 the wording "the length of the property"  
Juan Torres stated that is acceptable if it is supported by the audio of the meeting.  
The Commissioners agreed it was.



Commissioner Sullivan expressed concern also regarding the wording in Sections 3.3. He suggested adding "providing the condition of Section 4.1 below are met" and adding the same to 4.3.

**MOTION:** Commissioner Sullivan made a motion to approve the Findings of Fact and Conclusions of Law for a Minor Subdivision located at: Lone Pine Ranch, located at 94 NM State Hwy 344, Parcel A, Section 22, T10N, R7E, N.M.P.M, Town of Edgewood, Santa Fe County, New Mexico with the following changes: adding the verbiage "provided conditions are met" to Section 3.3 and 4.3 and "the entire length of the western boundary" to Section 4.1. Commissioner Huppertz seconded the motion.

**VOTE:** All Commissioners present voted aye, except Commissioner Bryant, who abstained due to his absence at the previous meeting. Motion carried.

#### **11. RESOLUTION 2016-05 "RESOLUTION FOR PLANNING & ZONING COMMISSION"**

Commissioner Huppertz stated she would like more time to look this over. She didn't feel prepared enough to discuss tonight.

**MOTION:** Commissioner Huppertz made a motion to table this item until the next meeting. Commissioner Sullivan seconded the motion, stating he also was not prepared tonight, but there are (3) three items he would like to address regarding this.

**VOTE:** All Commissioners present voted aye. Motion carried.

#### **12. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS**

Commissioner Sullivan stated he called Sandy at MRCOG to ask her how long we should keep our records.

Ms. Pettee replied there are hard copies of the Minutes for each meeting filed in the office and the record goes back to when the Town was incorporated. She added the Agendas, packets and audios are on the Town website. Once they are added, they are not removed.

A brief discussion ensued regarding digitizing all Town documents.

Commissioner Sullivan reported that at the last Council meeting, they spoke about amending the Zoning Ordinance to include height restrictions in various zoning categories. He suggested the possibility of increasing the present height limitation of 36 feet to 40 feet.

There were no other matters brought forward.

#### **13. MATTERS FROM STAFF**

Ms. Pettee spoke also on the height restrictions. She stated the Zoning Classifications R3-Residential and Services and MU- Mixed Use had no height restrictions and RE-Residential Estate has no District Standards. She added she would like to see the restriction changed to 40' and will talk to the Fire Inspector to see if that would be a problem. Ms. Pettee stated she would do a "redline" version for the next meeting, in an effort to get this to Council expeditiously.

#### **14. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.**

A. Next Commission Meeting - 6/20/16



1. Zone Change R1 – C2

B. Meeting of July 4<sup>th</sup> – The Commissioners agreed to move the meeting from July 4<sup>th</sup> to July 5<sup>th</sup>.

**15. ADJOURN.**

**MOTION:** Commissioner Bryant made a motion to adjourn tonight's meeting.  
Commissioner Sullivan seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

Chairman Dan Thompson adjourned the meeting of June 6, 2016 at 8:25 pm.

**PASSED, APPROVED, AND ADOPTED THIS 5<sup>th</sup> day of July, 2016**

  
\_\_\_\_\_  
Dan Thompson, Chairman

ATTEST:

  
\_\_\_\_\_  
Garry Bryant, Secretary

**DRAFT MINUTES  
TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION MEETING  
JUNE 20, 2016 AT 6:00 PM  
EDGEWOOD COMMUNITY CENTER  
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

**1. CALL TO ORDER & ROLL CALL**

The meeting was called to order at 6:00 pm and roll call was taken.

Commissioners present were: Larry Sullivan, Cheryl Huppertz, Garry Bryant and Chairman Dan Thompson. Also present were: Juan Torres, Clerk Treasurer, Bonnie Pettee, Planning & Zoning, Rebecca Sanchez, staff.

**2. APPROVAL OF AGENDA**

**MOTION:** Commissioner Bryant made a motion to approve the agenda for tonight's meeting.  
Commissioner Sullivan seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

**3. APPROVAL OF MINUTES:**

A. Draft Planning & Zoning Commission Meeting Minutes of June 6, 2016

Commissioner Sullivan listed several amendments he would like to be made to the minutes. There was a question regarding one of the motions as it was written. Ms. Pettee stated she would listen to the recording of the meeting again to make sure it was written correctly.

**MOTION:** Commissioner Huppertz made a motion to table the approval of the minutes to allow staff to listen to the recording and make appropriate changes. Commissioner Bryant seconded the motion.

**VOTE:** Three Commissioners voted aye. One Commissioner voted nay. Motion carried.

**4. PUBLIC COMMENTS**

Mayor Bassett distributed notebooks to the Commissioners with information provided by Sandy Gaiser from Mid Region Council of Government. He reviewed the various sections and stated it would be a valuable tool for them.

**5. REQUEST FOR CHANGE IN ZONING FROM R-1 RESIDENTIAL TO C2-COMMERCIAL** for property located at:

A. Tract 5-D, Lands of Hill, Section 9, T10N, R7E, N.M.P.M. Santa Fe County, Town of Edgewood, NM 87015

Bonnie Pettee presented the staff report. She stated the applicant submitted a request for a zone change for 2.38 acres located in the south west corner of Hwy 344 and Hill Ranch Road. The property is part of a 20 acre parcel, divided into 8 lots. The applicant has requested C2 Commercial Business zone on one lot located on the 344 corridor, with the intent of building a small veterinary clinic to service the community. Ms. Pettee continued stating they would also like to have an access on both Hwy 344 and Hill Ranch Road. She noted there are no plans for outside storage and should not be disruptive to the adjacent neighbors. Ms. Pettee stated that the adjacent properties are zoned residential, with the exception of the Special Use on the north side of Hill Ranch Road. It was the staff's opinion that the request was in compliance with the requirements of the C2-Commercial Business zoning, since it's purpose includes highway related commercial activities and service providers.

Ms. Roni Merbler stated she is the representative for both the buyer and the seller of the 20 acre parcel. The buyer is looking to purchase the land to develop a veterinary clinic on one corner and a residence on the opposite corner at a later date. She noted that Entramosa Water is not available at that location, however, the buyer is willing to spend the extra money involved to extend the line to the subject property.

Commissioner Huppertz asked if this property was considered to be in a floodplain, because there is a definite draw there.

Ms. Merbler replied that there is nothing that speaks to a floodplain. The buyers are aware that they will need to build on a high point in the lot.



Commissioner Sullivan commented on the triangular shape of the lot and the difficulty to have two access points. He noted the open space easement on the plat and asked if it would be a problem to withdraw that easement to allow for more buildable space.

Ms. Merbler state she couldn't speak to that.

Commissioner Sullivan asked if there was sewer, telecommunications, gas, and electricity on the subject property.

Ms. Merbler replied they were in the vicinity but not currently on the property.

Commissioner Sullivan asked Ms. Merbler was circumstances had changed in Edgewood that would justify the zone change.

Ms. Merbler replied the real estate market has started to recover, and Edgewood has been named one the safest towns in New Mexico, people want to move here. People here love animals and animals need to be cared for. She added that because the subject property is low and there are going to be building restrictions, it would be better to have 1 house and 1 septic and lots of open space rather than 8 houses and 8 septic systems.

Commissioner Bryant stated he considered those reasons good ones. He lives near there and likes the proposed use. He added he has never seen a "flood" there.

Mr. Torres stated the buyer need to beware of the potential problems.

Ms. Merbler stated the buyer is a careful and thoughtful man. He will comply with the site plan and all regulations.

Commission Sullivan stated he was not in favor of the use, especially with access on to Hwy 344 during rush hour times. He suggested a different type of zoning classification and vacating a lot line to add another lot. He stated there was not enough space for all the applicant was asking for.

**MOTION:** Commissioner Huppertz made a motion to approve the request for change in zoning from R-1 Residential to C2- Commercial Business zone for property located at Tract 5-D lands of Hill, Section 9, T10N, R7E, N.M.P.M., Edgewood, New Mexico, based on the plan for the veterinary clinic, during daytime hours and with no impact on the neighborhood. Commissioner Bryant seconded the motion adding the change to commercial usage will meet the qualifications for the corner lot.

**VOTE:** Commissioner Sullivan voted nay. Commissioner Huppertz voted aye. Commissioner Bryant voted aye. Chairman Thompson voted aye. The motion carried.

## **6. FINDINGS OF FACT AND CONCLUSION OF LAW & RECOMMENDED ORDER**

- A.** SU- Special Use To R2- Conventional Residential property located at:  
560 Dinkle Road, Tract B, as shown on "Land Division of a portion of the Lands of Donald E & Mary E Huston", being located in portions of Sections 14, 23, & 24, T10N, R7E, N.M.P.M., Santa Fe County, Town of Edgewood, NM 87015.

**MOTION:** Commissioner Sullivan made a number of changes to the Findings of Fact, Conclusions of Law and Recommended Order, Section 3. Findings of Fact and Section 4. Conclusions of Law. He stated that facts are needed to be able to stand up to a judicial review, if one where ever needed.

A discussion ensued regarding the list of Town Ordinances at the ending of the document. Commissioner Sullivan did not think it was necessary and wanted to omit them. Commissioner Bryant did not agree and felt it was necessary to leave it in. The Commissioners agreed to leave the list in for the time being.

**MOTION:** Commissioner Sullivan made a motion to approve the Findings of Facts and Conclusions of Law subject to the amendments stated. Commissioner Huppertz seconded the motion.

The Commissioners agreed to have the changes verified by the Commission officers at the time of signing.

**VOTE:** All Commissioners present voted aye. Motion carried.

## **7. RESOLUTION 2016-05 "RESOLUTION FOR PLANNING & ZONING COMMISSION"**

**MOTION:** Commissioner Sullivan made a motion to approve Resolution 2016-05 "Resolution for Planning & Zoning Commission with one change. The change would be to paragraph 3) d. replace the word "unprofessional" with "discourteous manner". He added he like the opportunity at a later date to insert a paragraph on the Finding of Facts guidelines.

Commissioner Bryant asked if they should wait until the paragraph was inserted before they approve this.

Commissioner Huppertz seconded the motion to just change the wording at this time.



**VOTE:** All Commissioners present voted aye. Motion carried.

#### **8. AMENDMENTS TO THE ZONING ORDINANCE – DISTRICT STANDARDS**

Bonnie Pettee opened the discussion with an explanation of the “redline” copy of the effected sections of the Zoning Ordinance. She stated the Height Restrictions were added into the District Standards of the RE Residential /Institutional Zone Category and the MU-Mixed Use Zone Category. She also, proposed a new height limit of 40 feet, up from the current 36 feet. This change would allow more flexibility with new development. She stated she spoke with Renee Nix, Santa Fe County Fire Inspector if this would be a problem. Ms. Nix had stated that she did not see this additional footage as a problem, as the ladders only needed to reach to the middle of the second story windows. Renee Nix arrived at this time. She reiterated Ms. Pettee’s comment regarding the 40 foot height. She added, when the fire department responds to an emergency, they first evaluate the situation, looking enter on the side of easy approach for life safety.

Commissioner Bryant inquired as to how the fire department would handle a possible fire at the new hotel.

Ms. Nix responded the Edgewood Fire department is in the process of getting a grant for a new ladder, but have a mutual agreement with the Frost Road Fire Department for use of a fire truck with a 96 foot ladder.

Commissioner Bryant asked if a response from the Frost Road facility would be time effective in that situation.

Ms. Nix stated it would be due to the dispatch call going to all stations in the area simultaneously.

Commissioner Sullivan stated the problem is from what point the measuring is from and how to amend the Ordinance to be fair to the builders and homeowners.

Ms. Nix replied that the International Building Code states the measurement is from the finished ground level to the highest peak. She added she could get a copy of the verbiage to Ms. Pettee for the Commissioners.

There was a brief discussion regarding how to approach these changes.

**MOTION:** Commissioner Sullivan made a motion to restore the 36 foot height restriction to R3- Residential /Institutional Zone and MU-Mixed Use Zone and revise the ordinance for cleaner verbiage and a more reasonable height restriction. Commissioner Bryant seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

#### **9. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS**

Commissioner Huppertz expressed a need for more discussion on several issues such as; how to handle different situations and guidelines for approvals, motions.

Commissioner Sullivan stated ex-parte communication was different with the public versus other commissioners.

Mr. Torres replied the Open Meetings Act does not allow for communication amongst Commissioners unless they are in an Executive Session.

Mayor Bassett commented that these suggestions could be discussion topics on the agenda for the Workshop with MRCOG.

Ms. Pettee recommended the 11<sup>th</sup> of July for the workshop date.

The Commissioners agreed on that date, providing the meeting would be after 3:00 pm.

Suggestions for discussion items on the agenda were: Zone Changes/Spot Zoning, Findings of Facts and Conclusions of Law, Motions, Minor Subdivisions, and Parliamentary Procedure.

#### **10. MATTERS FROM STAFF**

Ms. Pettee introduced the Road Paving Recommendations and guide for updating the paving recommendations for Town Council.

Mayor Bassett expanded on the Road Paving Recommendations document and explained this was previously used when the last recommendations were made to Council. This could be used as a guide in updating the Priority list for future paving of roads in Edgewood.

Commissioner Sullivan inquired about a graphic of the current roads.

Ms. Pettee stated that MRCOG has agreed to update the current road map. She will get the pertinent information to them as quickly as possible.



**11. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.**

**A. Next Commission Meeting 7/05/16**

**1. Minor Subdivision – Woodline Road**

There were no additions to the next meeting's agenda.

**12. ADJOURN.**

**MOTION:** Commissioner Bryant made a motion to adjourn the meeting. Commissioner Sullivan seconded the motion.

**VOTE:** All Commissioners present voted aye.

Chairman Thompson adjourned the meeting of June 20, 2016 at 9:02 pm.

**PASSED, APPROVED AND ADOPTED THIS 5<sup>TH</sup> DAY OF JULY, 2016.**

---

*Dan Thompson, Chairman*

ATTEST:

---

Garry Bryant, Secretary

**DRAFT MINUTES  
TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION MEETING  
JULY 5, 2016 AT 6:00 PM  
EDGEWOOD COMMUNITY CENTER  
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

**1. CALL TO ORDER & ROLL CALL**

Chairman Dan Thompson called the meeting to order at 6:01 pm. Roll Call was taken. Commissioners present were: Larry Sullivan, Cheryl Huppertz, Garry Bryant and Dan Thompson. Also present were: Juan Torres, Clerk/Treasurer. Bonnie Pettee, Planning & Zoning, Rebecca Sanchez, Staff.

**2. APPROVAL OF AGENDA**

**MOTION:** Commissioner Bryant made a motion to approve the agenda for tonight's meeting. Commissioner Sullivan seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

**3. APPROVAL OF MINUTES:**

A. Draft Planning & Zoning Commission Meeting Minutes of June 6, 2016

**MOTION:** Commissioner Sullivan made a motion to approve the Minutes of the June 6, 2016 meeting as presented. Commissioner Huppertz seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

B. Draft Planning & Zoning Commission Meeting Minutes of June 20, 2016.

**MOTION:** Commissioner Sullivan made a motion to postpone approval of the Minutes for the June 20, 2016 meeting until the next regular meeting. Commissioner Huppertz seconded the motion.

**VOTE:** All Commissioners present voted aye. Motion carried.

**4. PUBLIC COMMENTS**

There were none.

**5. PUBLIC HEARING.**

**Quasi-judicial Procedure: Certification that Public Notice of this meeting has been posted as required:** Ms. Pettee confirmed the Public Notice had been posted as required.

**This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and to cross-examine persons giving testimony.**

**Confirmation of no conflict of interest or ex-parte communication.**

Commissioner Sullivan confirmed he had no conflict of interest or ex-parte communication.

Commissioner Huppertz confirmed he had no conflict of interest or ex-parte communication.



Commissioner Bryant confirmed he had no conflict of interest or ex-parte communication. Chairman Thompson confirmed he had no conflict of interest or ex-parte communication.

Mr. Richard Martin, Proponent, Mr. Tim Oden, Applicant, and Ms. Bonnie Pettee, staff were sworn in to give testimony.

- A. Request for approval of a Minor Subdivision consisting of 3 lots, being tract P-1-R-1-B, Woods End Ranch, located along Woodline Drive, Section 21, T10N, R7E, N.M.P.M., Town of Edgewood, Santa Fe County.

Ms. Pettee presented the staff report. She stated the subject property consists of 8.142 acres and is desired to be divided into three parcels. The current zoning is R1-Residential and is surrounded by residential properties, with an exception of a church to the east. She added Woodline Drive provides access to arterial road, is currently gravel and extends only to the cul-de-sac. A 50 foot access easement is shown on the plat to complete the road beyond the subject property. Water and electricity lines are available at the cul-de-sac and there is also an easement on the plat to extend those lines to Tract 5-P. Ms. Pettee noted that the road and utilities would need to be completed prior to any future development. In staff's opinion, the plat was found in compliance with the Ordinance requirements for "Contents of the Plat". Since the surrounding properties are mostly residential, the request would not cause a negative impact on the neighborhood. Staff recommended approval of the request subject to the road and utilities being extended.

Commissioner Sullivan asked Ms. Pettee to define "Contents of the Plat".

She replied the zoning classification was listed on the plat with the corresponding setback requirements, along with all required easements.

Mr. Sullivan noted that the 50 foot access easement on the plat was adequate.

Mr. Tim Oden, agent to the applicant, addressed the Commission. He stated the infrastructure is available; the road is gravel to the cul-de-sac and the utilities are stubbed out at the cul-de-sac. The owner is looking to sell Tract 5P. The road will need to be developed prior to the sale.

Commissioner Sullivan questioned Mr. Oden with regards to ownership of the two lots west of the subject property and the utilities availability.

Mr. Oden replied that the two other lots are owned by the same person and as explained that the utilities are available at the cul-de-sac.

Commissioner Sullivan noted that the road must be accessible from existing road(s), and he looked at the property today and found that it is.

Commissioner Huppertz commented that staff recommended approval with the road and utilities conditions.

Mr. Oden added that conditions were acceptable.

Mr. Sullivan stated that he did not think that this request qualified as a Minor Subdivision because it has needs for all infrastructure. He also noted he does not agree with staff's statement that the proposed subdivision would not be detrimental to the welfare of the neighborhood. He continued that the road is a dead end and the length of the western extension (new part) is not conducive to emergency vehicles. He suggested a new cul-de-sac at the end of the road extension to allow for fire service.



Commissioner Huppertz stated the road will be extended according to the road standards listed in the subdivision ordinance. She suggested possibly the entire length of Woodline Drive be improved to meet those standards.

Commissioner Bryant noted the "Disclosure" required to be on the plat. The disclosure states that the Town doesn't evaluate minor subdivision with regard to the availability of water, off-site sewer services, condition of roads, etc.

Commissioner Sullivan replied that the disclosure does not fit with the definition of Minor Subdivision. He continued stating that he felt it would be irresponsible on our part to approve this request with no fire department standard.

Mr. Richard Martin, a neighbor, addressed the Commission. He stated that Woodline Drive is in need of significant improvement. He would like to see the road brought up to the standards. His concern is the type and number of homes to be developed on the subject parcel. He asked if the road is within city jurisdiction and if there was availability to city sewer in that neighborhood.

Ms. Pettie replied that Woodline Drive is within the city jurisdiction but is a private road and currently, the city sewer is not available there. The homes in the neighborhood are on private septic.

Chairman Thompson closed the Public Hearing.

Commissioner Bryant asked Mr. Oden if he would agree to improve the road.

Mr. Oden replied he already stated that he was in agreement with the conditions requested by staff. He is aware that the road needs to be brought up to standards to Tract 5P and there is a need for a cul-de-sac.

Commissioner Sullivan asked if there were any covenants on the property.

Mr. Oden replied he did not know.

Mr. Lonnie Vaughn, neighbor, replied that when he bought his property, there was a 2 acre covenant, but since then the property owners of the area agreed to abandon that requirement.

Commissioner Sullivan stated it appears that the Commission has come to an agreement with conditions being road and utility extensions and 2 acre covenant.

**MOTION:** Commissioner Sullivan made a motion to approve the Minor Subdivision with the following conditions:

1. Woodline Drive runs north from Woods End road to the cul-de-sac (referred to as the knuckle) and then westerly to lots 3,4,5,6 with a cul-de sac of 50 foot radius at the end of the extension. The road should be improved according to local Sub collector standards as per Subdivision Ordinance.
2. A covenant shall be created to require a 2 acre minimum for any additional divisions of land.

Commissioner Huppertz seconded the motion.

Commissioner Sullivan stated he would like to add another condition.

Commissioner Huppertz replied that they should just vote and deny the motion and start over.

**VOTE:** All Commissioners present voted nay. Motion failed.



**MOTION:** Commissioner Sullivan made motion to approve the Minor Subdivision with the previously stated conditions and adding: 3. The road development must be completed before the plat will be approved.

Ms. Pettee reminded the Commissioners of the requirement to complete the process for the plat within 60 (sixty) days.

Commissioner Sullivan withdrew his motion.

**MOTION:** Commissioner Sullivan made a motion to approve the minor subdivision for Woods End Ranch, located along Woodline Drive, Tract P-1-R-1-B, Section 21, T10N, R7E, NMPM, Town of Edgewood, Santa Fe County, New Mexico, with the following conditions:

1. The roadway that the extends northward off Woods End Drive, which is Woodline Drive, shall be improved to city standards; 6 inch road base and 24 feet wide, up to the cul-de-sac (knuckle) then extended westward to an additional cul-de-sac with the radius of 50 feet to serve lots 3,4,5, 6, & 7.
2. A covenant required by the new owner that the new lots would be used for residential purposes and be no less than 2 acres.

Commissioner Huppertz seconded the motion.

**VOTE:** Commissioner Sullivan voted aye. Commissioner Huppertz voted aye. Commissioner Bryant voted aye. Chairman Thompson voted aye. Motion carried.

**6. REQUEST FOR ZONE CHANGE FROM R1- RESIDENTIAL TO RS- RESIDENTIAL AND SERVICES for property located at:**

- A. Southwest corner of Hill Ranch Road and Hwy 344 being, Tract 5D and Tract 5C, Lands of Hill, Section 9, T10N, R7E, N.M.P.M., Town of Edgewood, Santa Fe County, NM 87015.

Ms. Pettee presented the staff report. She explained that due to potential ramifications of the previous request for C2- Commercial zoning, the applicant withdrew her request and is asking the Commission to revisit the property with the request for RS-Residential & Services for both Tract 5C and Tract 5D. The applicant is seeking rezoning to build a neighborhood veterinary clinic. Combining the lots would allow the applicant a larger area for building and more frontage along Hwy 344. The RS Residential and Services zoning would provide a transition from residential zoning to a compatible nonresidential zoning. Ms. Pettee added the request is consistent with the Comprehensive Plan; Objective 2, which states "Establish or support a local organization and process for targeting and recruiting new businesses and industries to locate in the Edgewood community, particularly those that serve local needs and provide higher-wage jobs." She noted a lot line vacation would be required prior to any future development. Regulatory ordinances, such as the zoning and subdivision regulations, will need to be applied during the development decisions to assure the adjacent residential areas will not be impaired in value or integrity. She stated that based on the Staff Analysis, it is their recommendation that approval of the zone change be recommended.

Ms. Roni Merbler addressed the Commissioners. She stated after the last meeting, she spoke to her client about what was said at the meeting. He liked the idea of including two lots instead of one. She also spoke to Ms. Janelle Turner, who recommended the RS- Residential & Services



zoning. She added the applicant really likes this location and wants to comply with all the necessary requirements.

Ms. Janelle Turner approached the podium. She stated that when the property was sold in 1999 the zoning ordinance was designed specifically for transitional areas. Edgewood is a diverse area and now there are many zoning categories. She suggested that anytime a zone change is considered, the Commissioners consider any kind of permissive use that can be done in that area. There is no guarantee that the proposed use will actually be developed.

Commissioner Sullivan expressed his appreciation to the applicant for reconsidering the zoning category. He asked what had changed in the area to warrant the zone change.

Ms. Turner stated the originally zoning was not thoughtfully placed and at that time there was not development in the area. Now there are a lot of homes with people who like animals.

Commissioner Sullivan added Hill Ranch Road was not paved at the time of zoning.

He stated that the subject lots still form a triangle, which makes development difficult. He suggested that the applicant consider the entire eastern half of the subdivision to be included in the zone change to give enough room to develop the site for all that they need.

Ms. Turner reminded the Commission that if they recommend approval for four lots instead of two, they need to site the reasons.

**MOTION:** Commissioner Huppertz made a motion to approve the change in zoning from R-1-Residential to RS- Residential and Services for property located at the south west corner of Hill Ranch Road & Hwy 344, Lands of Fred C. and Betty G. Hill, Tracts 5A, 5B, 5C and 5D, Section 9, T10N, R7E, NMPM, Town of Edgewood, Santa Fe County, based on the topography of the land, the property is not suitable for R1-Residential; there is new development across the street; The proposed use will serve the community well; and the original zoning not fully considered, no RS-Residential & Services zoning at the time. Commissioner Bryant seconded the motion.

Commissioner Sullivan amended the motion to include that when staff reviews the site development they consider the following Goals of the Comprehensive Plan: C2 pollution, F1 Transit, F2 trails, G1 ground water, J1 underground utilities, L2 higher pay jobs and M1, 2, & 3 adult education and training. Commissioner Bryant seconded the amendment.

**VOTE:** Commissioner Sullivan voted aye. Commissioner Huppertz voted aye. Commissioner Bryant voted aye. Chairman Thompson voted aye. Motion carried.

#### **7. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS**

Commissioner Sullivan commented on Minor Subdivisions and the need to discuss them in a non-quorum setting to ease the problems.

Mr. Torres stated that this will be one of the topics of discussion at the Workshop with MRCOG.

#### **8. MATTERS FROM STAFF**

Ms. Pettee reported she had talked with Sandy Gaiser regarding the topics for the meeting. The suggested discussions will be on: Motions, Roberts Rule of Order (Parliamentary Procedures), Findings of Fact, and Minor Subdivisions. The workshop will be on Monday, July 11, 2016 at 4:00 to 6:00 pm, at the Community Center.

#### **9. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.**

**A.** Next Commission Meeting – 7/18/16



1. Minor Subdivision
- B. Special Workshop – 7/11/16**

**10. ADJOURN.**

**MOTION:** Commissioner Bryant made a motion to adjourn tonight's meeting. Commissioner Sullivan seconded the motion.

**VOTE:** All Commissioners present voted aye.

Chairman Thompson adjourned the meeting of July 5, 2016 at 9:02 pm.

**APPROVED, APPROVED AND ADOPTED this 18<sup>th</sup> day of JULY, 2016.**

---

Dan Thompson, Chairman

ATTEST

---

Garry Bryant, Secretary

**Edgewood Community Library Advisory Board Meeting**  
**Thursday June 16, 2016**  
**95 New Mexico 344**  
**Edgewood, New Mexico 87015**

**Roll Call**

Present were Vice-Chairman Kenny Adams, Secretary Sandy Madsen, Board Member Willie Ellis, Alternate board member Barbara Holden and Edgewood Community Librarian Andrea Corvin.

Vice-Chairman Kenny Adams called the meeting to order at 6 :30PM.

**Approval of the Minutes**

**MOTION:** Willie made a motion to approve the minutes as written.  
Barbara second the motion.

**VOTE:** All Board members voted aye.

**Treasury Report**

Andrea stated that she did not print out a treasury report because nothing new has changed. We are just waiting for the end of the fiscal year to start spending again.

Kenny wanted to know why there is no money to buy a paper shredder and Sandy also stated that Barbara's office printer is no longer functioning. Willie stated that the shredder is important in maintaining patron confidentiality. While Andrea stated that she is aware of these issues, she explained that the library's budget for these types of items has been exhausted and will need to be addressed in the new fiscal year. Board members were concerned that if there was an immediate need for purchases this late in the fiscal year and the library lacks funding, what can be done? Andrea stated that she will ask the town when there is an emergency and something needs to be replaced what is the process? Andrea also stated that she will ask the town if amounts unused one fiscal year can carry over to the next fiscal year. Andrea also stated that with the new administration she does not know what the new procurement process will be, so policies and procedures may change.

Barbara wanted to know if the library really needs its online subscription to Encyclopedia Britannica in this digital age. Barbara pointed out that, these days, patrons utilize the internet to complete research and thought it might be a good way to cut library costs. Andrea stated that the NM State Library requires all libraries to have some form of encyclopedia access for patrons in order to receive public funding. Andrea stated that she will ask the NM State library if it is still a requirement.

**Communications**

There were no communications.

**Report of the Librarian**

Andrea presented the report of the librarian. See attached.

**MOTION:** Barbara made a motion to accept the report of the librarian  
Sandy second the motion.



**VOTE:** All Board members voted aye.

### **Unfinished Business**

Andrea stated that there is nothing new on the Municipal Complex. Item open. POC Andrea

### **New Business**

Barbara printed out some minor changes to the Long range plans. See attached.

**MOTION:** Sandy made a motion to accept the long range plans changes that we discussed.

Willie second the motion.

**VOTE:** All board members voted aye.

Andrea will include the newly adopted long range plans in next month's librarian report and she will email it to the town of Edgewood and to the NM state library. Item closed.

Sandy stated that Barbara Holden was approved at last night's town council meeting as our new Library Advisory Board Chairman. She was no.1 on the agenda! Item closed.

There was some discussion regarding library advisory board terms in the town's library ordinance. Some of the ordinance language appears to be contrary and the board wants to clean it up. Sandy will put it on the agenda for next month's meeting to be discussed and will e-mail Linda Holle at the town for more information. Item open.

Sandy stated that in the past the board would usually take the month of July off for vacations. The board decided to meet next month. Item closed

### **Announcements**

There were no announcements

**The next Board Meeting will be held on Thursday, July 21, 2016 in the library.**

### **PASSED AND APPROVED ON THIS 21 DAY OF JULY 2016**

**MOTION:** Kenny made a motion to adjourn at 7:30P.M.

Sandy second the motion.

**VOTE:** All board members voted aye.

---

Secretary  
Sandy Madsen

---

Vice Chairman  
Kenny Adams



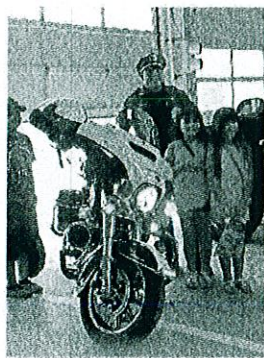


PO Box 3610 95 New Mexico 344 Edgewood, New Mexico 87015 Phone (505) 281-0138

## Librarian Report

June 2016

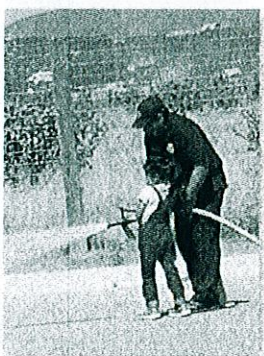
Submitted by: Librarian, Andrea Corvin



The Summer Reading Program is now in full swing! The program kicked off on June 7 with a presentation on growing your own nutrition from an experienced horticulturalist. The month ended with a bang as participants learned the importance of a healthy lifestyle in the emergency service sector while testing their physical abilities with the men and women of the Santa Fe County Fire and Sheriff's Departments! Thus far, approximately 185 participants have been registered and program events have garnered 240 attendees! Currently, participants have amassed an amazing 616 hours read towards beating their collective goal of 1,128 hours read! Only 513 more hours to go, summer readers... keep it up!



The Library Advisory Board (LAB) has been pretty busy as of late updating the library's long range plans and welcoming a new Chairman! The library's long range plans were in desperate need of a thorough review to adequately capture the library's future mission, vision, and goals. After some thoughtful discussion and 3 or 4 drafts, the LAB adopted a brand new long range plan for the library spanning the next 5 years (see attached)! The LAB also received news that the Town Council approved their nomination to fill the Chairman position; congratulations to Barbara Holden!



During each fiscal year's end, the library takes a closer look at it's statistical data, comparing years past for significant trends. This fiscal year has proven record-breaking in terms of library patronage. The library realized both it's highest monthly patronage and yearly patronage in it's history! The library received an astounding 2,297 visitors in June contributing to an overall total of 21,182 in visitors for the fiscal year! That's 2,878 more visits that last year with a 16% increase in monthly patronage when averaged over the course of the year. This can be attributed to a noticeable increase, well above trend, during the Fall months.

Although patronage was higher this year, circulation and computer/WiFi usage stayed on trend when compared to previous years. There were some months that fell a bit below and others that increased a little, but overall the monthly average remained relatively unchanged on both accounts.

Attached, please find the newly adopted long range plans, library statistical graphs/data, & materials added report.







## Long Range Plan (2016 – 2021)

### Service Responses

- **Friendly Commons:** A library that provides a *Friendly Commons* helps address the need of people to meet and interact with others in their community in a welcoming, safe, and comfortable environment while providing positive, timely, and effective customer service.
- **Community Engagement:** A library that is open to *Community Engagement* offers library programs, services, and collections that reflect community needs and interests, feature community voices, and create meaningful experiences.
- **Basic Literacy:** A library that offers *Basic Literacy* service addresses the need to read and to perform other essential daily tasks.
- **General Information:** A library that offers *General Information* helps meet the need for information on a broad array of topics related to work, school, and personal life.
- **Current Topics and Titles:** A library that provides *Current Topics and Titles* helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.
- **Lifelong Learning:** A library that provides *Lifelong Learning* service helps address the desire for self-directed personal growth and development opportunities for both its patrons and staff.

### Mission Statement

The Edgewood Community Library serves as a *commons* for residents of Edgewood and surrounding neighborhoods by offering free, community-centered programs that encourage togetherness, discovery, the exchange of ideas, personal growth, and a love of knowledge. We are a friendly setting dedicated in providing equal access to all resources and general information on a broad array of topics.



## Vision Statement

A friendly *commons* facilitating intellectual and creative growth.

## Goals & Objectives

**Goal 1:** *Library patrons shall have comfortable and functional furnishings and equipment.*

**Objective:** The number of patrons who strongly agree that the library offers a welcoming atmosphere will increase by 15% by 2021.

### Activities:

- Develop understanding for how library spaces are utilized and how often
- Identify unsafe and worn library furnishings
- Research costs associated with updating furnishings
- Develop hierarchy according to which furnishings should be replaced first based on usage
- Seek out alternative capital to cover costs (currently no municipal funding for this type of expenditure)
- Ask Friends of Our Library to fundraise specifically for this project

**Goal 2:** *Library patrons shall have access to collections and digital technology that meet their interests and educational/recreational needs.*

**Objective:** eBook circulation/usage will increase by 25% by 2021.

### Activities:

- Research possible digital lending platforms and consortia
- Identify and choose best fit for library based on community need, acquisitions budget, other available funding, content ownership, data hosting, patron interface, etc.
- Purchase eBooks and integrate into online library catalog (if possible)
- Train staff on eBook lending procedures/policies
- Inform public about new service by way of public service announcements to local newspapers, on library webpages, and in-library handouts/displays

**Goal 3:** *The library shall maintain a commons where patrons desire to visit because it is welcoming, spacious, and attractive, providing areas for activities, quiet, and engagement.*



**Objective:** Increase library space by 100% or more by 2021.

**Activities:**

- Conduct spatial needs analysis based on current and projected legal service area population (expected to increase with next US Census) and compare with current library space
- Reach out to other libraries for information/advice regarding their own experiences with building/renovating
- Be fully engaged in planning process by collaborating closely with municipality, advisory board, and other stakeholders
- Request Librarian be a member of planning committee if one is formed
- Come up with a moving plan

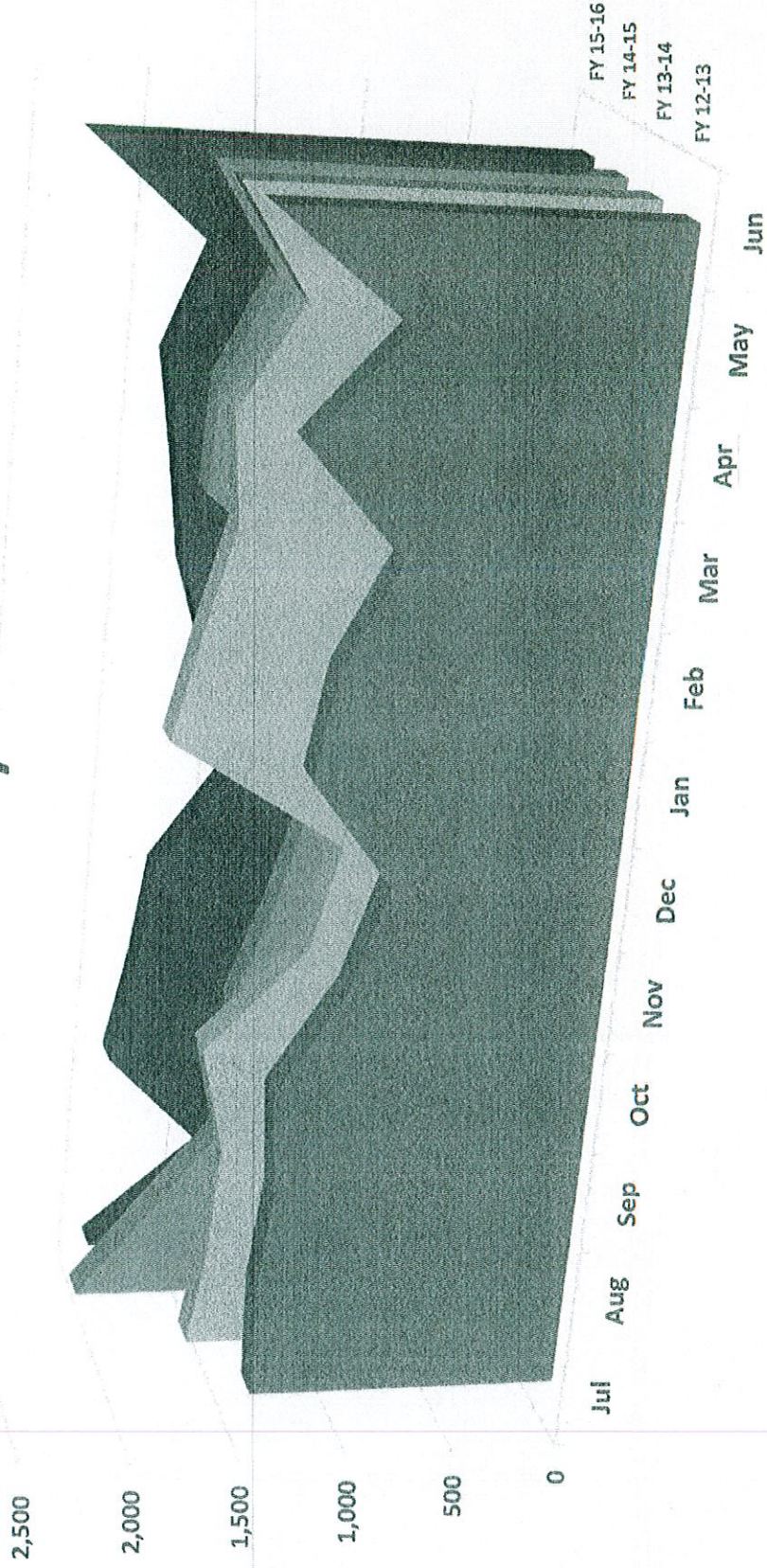
**Goal 4:** *Library patrons shall experience positive, timely, and effective customer service that also supports community engagement and lifelong learning.*

**Objective:** The number of patrons who strongly agree that the library staff and volunteers are polite, helpful, and knowledgeable will increase by 15% by 2021.

**Activities:**

- Identify unaddressed areas in which library needs additional support regarding customer service and general library operations
- Hire a part-time or seasonal staff member
- Train new staff to assist with one-on-one patron computer inquiries/instruction, volunteer training/support, library programs support, and additional support/coverage in other library operations as needed

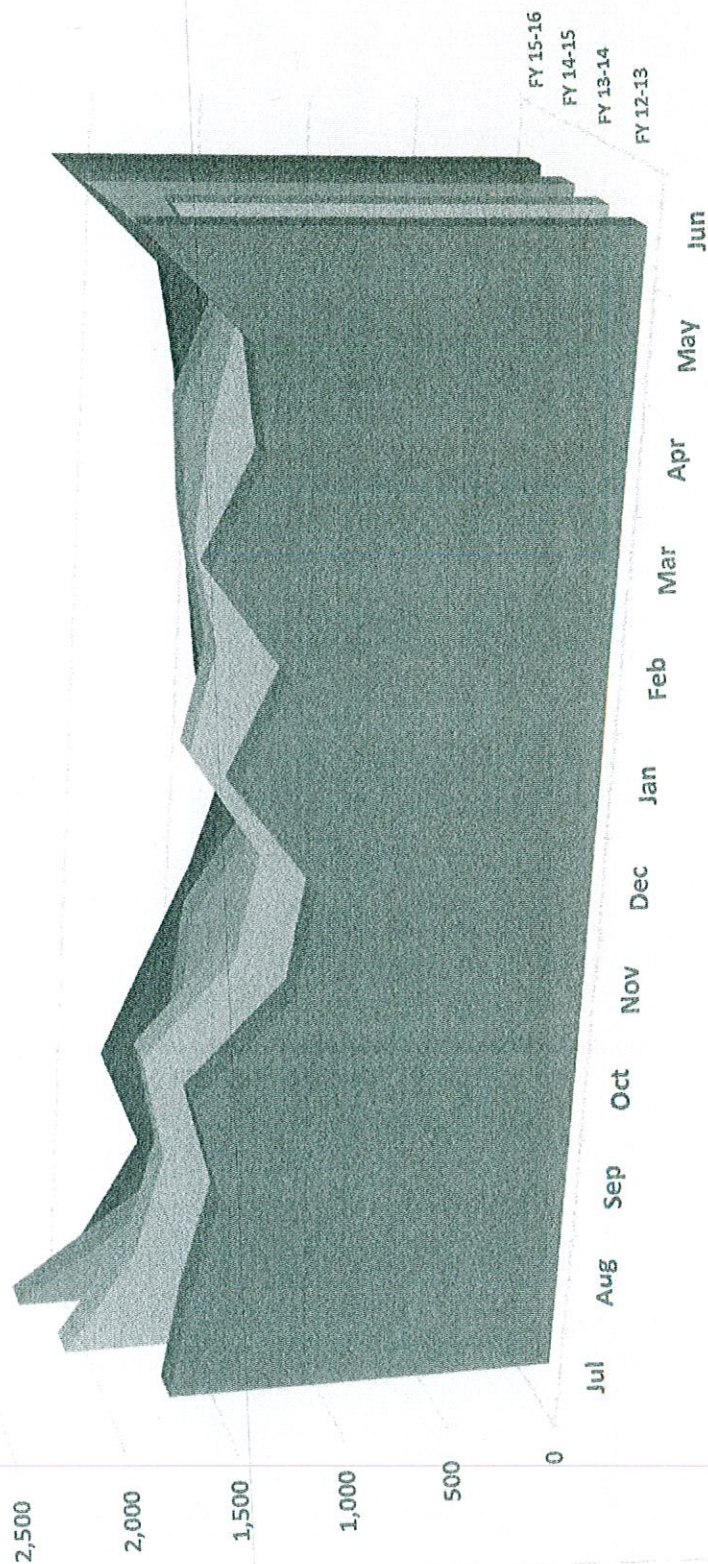
# Library Visitors



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 12-13	1,441	1,461	1,422	1,464	1,171	1,029	1,426	1,351	1,120	1,591	1,182	1,814
FY 13-14	1,638	1,576	1,555	1,681	1,235	1,121	1,946	1,844	1,727	1,786	1,515	1,842
FY 14-15	2,074	1,699	1,319	1,445	1,288	1,161	1,271	1,146	1,763	1,748	1,534	1,856
FY 15-16	1,929	1,381	1,896	1,806	1,750	1,425	1,573	1,730	1,802	1,887	1,706	2,297



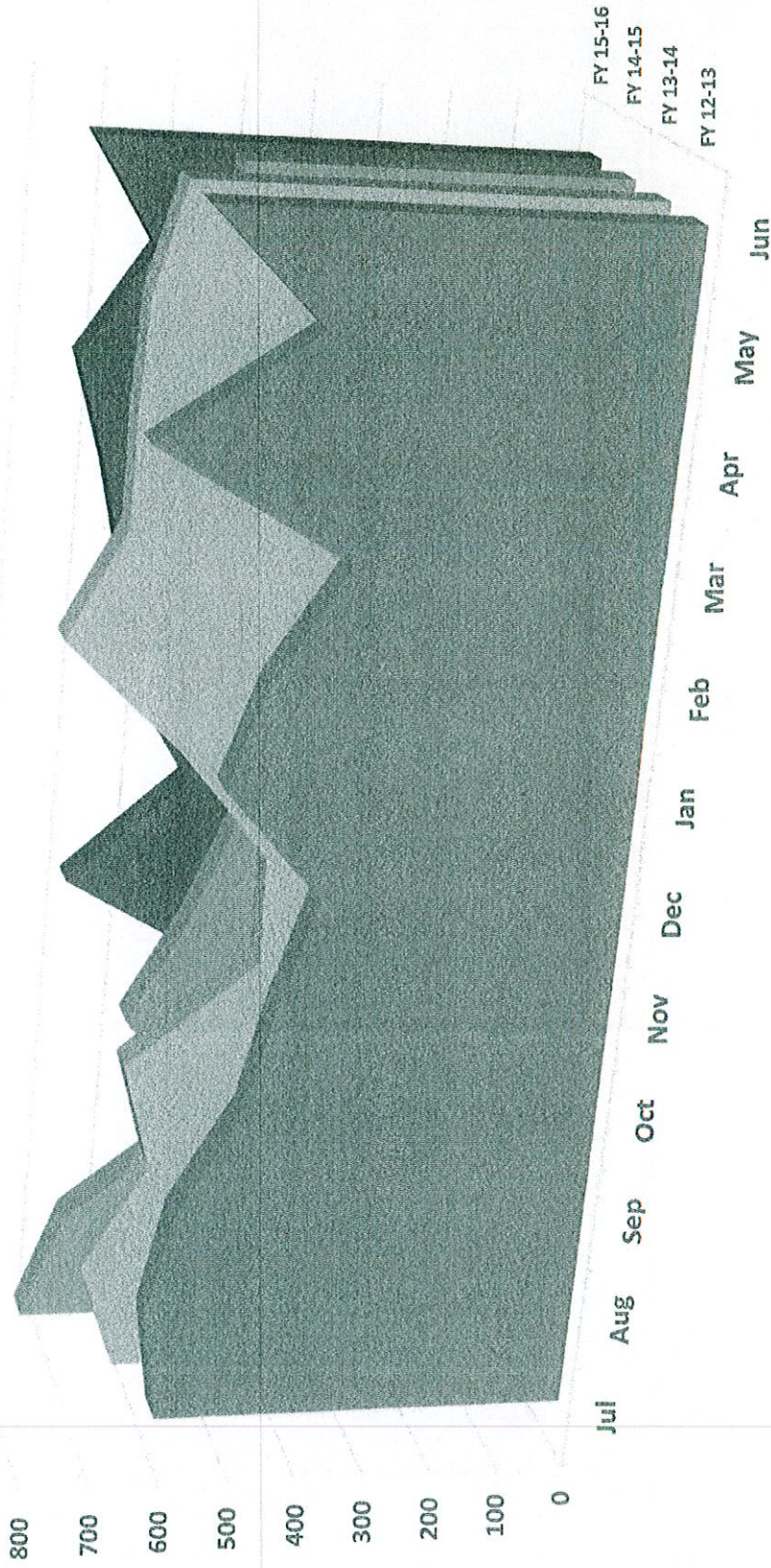
# Library Circulation



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 12-13	1,798	1,728	1,613	1,760	1,318	1,251	1,638	1,423	1,792	1,578	1,659	2,144
FY 13-14	2,184	1,876	1,762	1,879	1,472	1,391	1,729	1,628	1,750	1,705	1,611	1,906
FY 14-15	2,313	1,681	1,571	1,606	1,563	1,274	1,509	1,587	1,682	1,717	1,550	2,182
FY 15-16	1,887	1,622	1,826	1,628	1,425	1,285	1,445	1,506	1,545	1,608	1,704	2,202



# Library Computer/WiFi Usage



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 12-13	604	630	599	513	479	434	579	528	432	715	499	663
FY 13-14	636	693	606	653	470	474	609	781	703	704	698	659
FY 14-15	747	690	495	621	539	479	487	539	423	654	553	552
FY 15-16	664	493	506	409	694	525	626	643	680	729	629	728



# Edgewood Community Library Statistics FY15 & FY16 Compared

Library Stats	Jul-15	Jul-14	Aug-15	Aug-14	Sep-15	Sep-14	Oct-15	Oct-14	Nov-15	Nov-14	Dec-15	Dec-14
Adults	1,465	1,388	1,069	1,341	1,457	993	1,397	1,140	1,343	1,011	1,132	926
Children	464	686	312	358	439	326	409	305	407	277	293	235
<b>Total Visitors</b>	<b>1,929</b>	<b>2,074</b>	<b>1,381</b>	<b>1,699</b>	<b>1,896</b>	<b>1,319</b>	<b>1,806</b>	<b>1,445</b>	<b>1,750</b>	<b>1,288</b>	<b>1,425</b>	<b>1,161</b>
Reference Questions	541	260	334	255	506	213	501	225	662	176	351	151
Computer Usage	664	747	493	690	506	495	409	621	694	539	525	479
Checkouts	1,742	2,152	1,474	1,502	1,662	1,407	1,484	1,449	1,295	1,464	1,133	1,138
Staff Renewals	109	113	93	107	118	92	86	94	94	59	121	85
Patron Renewals	36	48	55	72	46	72	58	63	36	40	31	51
<b>Total Circulation</b>	<b>1,887</b>	<b>2,313</b>	<b>1,622</b>	<b>1,681</b>	<b>1,826</b>	<b>1,571</b>	<b>1,628</b>	<b>1,606</b>	<b>1,425</b>	<b>1,563</b>	<b>1,285</b>	<b>1,274</b>

Library Stats	Jan-16	Jan-15	Feb-16	Feb-15	Mar-16	Mar-15	Apr-16	Apr-15	May-16	May-15	Jun-16	Jun-15
Adults	1,295	989	1,360	836	1,425	1,340	1,511	1,362	1,313	1,198	1,521	1,372
Children	278	282	370	310	377	423	376	386	393	336	776	484
<b>Total Visitors</b>	<b>1,573</b>	<b>1,271</b>	<b>1,730</b>	<b>1,146</b>	<b>1,802</b>	<b>1,763</b>	<b>1,887</b>	<b>1,748</b>	<b>1,706</b>	<b>1,534</b>	<b>2,297</b>	<b>1,856</b>
Reference Questions	429	183	493	263	421	305	401	407	403	289	498	379
Computer Usage	626	487	643	539	680	423	729	654	629	553	728	552
Checkouts	1,307	1,389	1,387	1,429	1,396	1,521	1,456	1,614	1,593	1,419	2,042	2,011
Staff Renewals	105	87	102	107	115	117	106	74	82	95	126	123
Patron Renewals	33	33	17	51	34	44	46	29	29	36	34	48
<b>Total Circulation</b>	<b>1,445</b>	<b>1,509</b>	<b>1,506</b>	<b>1,587</b>	<b>1,545</b>	<b>1,682</b>	<b>1,608</b>	<b>1,717</b>	<b>1,704</b>	<b>1,550</b>	<b>2,202</b>	<b>2,182</b>



## Library Program / Meeting / Event Stats FY16

Program/Meeting/Event Stats	2015											
	Jul		Aug		Sep		Oct		Nov		Dec	
	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.
Weekly Story Time	5	115	5	77	5	97	4	80	3	56	5	88
Computer Tutoring	0	0	0	0	0	0	0	0	3	6	0	0
L.A.B. Meeting	0	0	0	0	1	6	1	6	0	0	1	5
Read Write Adult Literacy Program	4	8	5	9	9	24	10	22	8	20	0	0
Family Fun Night	1	12	1	7	1	11	1	8	0	0	1	33
Summer Reading Program	4	240	0	0	0	0	0	0	0	0	0	0
Paws for Reading	1	5	1	16	1	5	1	4	1	8	0	0
Star Gazing Party	0	0	0	0	0	0	1	32	0	0	0	0
Proctored Tests	0	0	0	0	0	0	1	1	0	0	0	0
Volunteer Xmas Party	0	0	0	0	0	0	0	0	0	0	0	0
NMSL Makerstate Tour - eTextiles	0	0	0	0	0	0	0	0	0	0	1	53
	0	0	0	0	0	0	0	0	0	0	1	21

Program/Meetings/ Events Stats	2016											
	Jan		Feb		Mar		Apr		May		Jun	
	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.
Weekly Story Time	4	98	4	103	5	142	4	114	4	92	5	213
Computer Tutoring	0	0	0	0	2	2	0	0	0	0	0	0
L.A.B. Meeting	1	4	1	5	1	4	1	5	1	5	1	5
Read Write Adult Literacy Program	3	6	0	0	12	25	8	19	5	14	5	11
Family Fun Night	0	0	0	0	1	16	1	19	1	7	1	12
Summer Reading Program	0	0	0	0	0	0	0	0	0	0	4	240
Paws for Reading	1	3	1	6	1	3	1	7	1	6	1	5
Star Gazing Party	0	0	0	0	0	0	0	0	0	0	0	0
Proctored Tests	0	0	0	0	0	0	0	0	1	1	1	1

STEM Program Checkouts												
	Jul		Aug		Sep		Oct		Nov		Dec	
	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.	Qty.	Attnd.
Museum Passes	3	3	2	1	4	3	4	5	8	6	2	7
Learning Backpacks	12	3	1	2	5	6	4	9	5	2	3	6
NM FamilyPass	n/a	0	0	3	2	3	6	7	7	4	1	3



Export

## Materials by Date Added

- 6/1/2016 through 6/30/2016
- Items still in catalog as of Wednesday, Jul 13, 2016

229 items, \$4075.31 total price

Material Type	Items Added	Value Added (\$)			
1 - Default			36 - Oversized		
2 - 0-99			37 - Romance	3	35.93
3 - 100-199	1	19.99	38 - Science Fiction	10	173.87
4 - 200-299	3	53.89	39 - Southwest	20	474.80
5 - 300-399	4	91.95	40 - Western	10	77.43
6 - 400-499	2	19.93	41 - YA Biography		
7 - 500-599	5	181.90	42 - YA Books on CD		
8 - 600-699	4	87.92	43 - YA DVD		
9 - 700-799	2	37.99	44 - YA Fiction	32	488.61
10 - 800-899	5	70.92	45 - YA Graphic Novel		
11 - 900-999	10	239.86	46 - YA Nonfiction	1	9.98
12 - Best Seller/Recent Acquisition	5	139.92			
13 - Biography					
14 - Board Book					
15 - Books on CD	14	405.69			
16 - Computer Equipment					
17 - DVD	2	70.00			
18 - Easy	4	37.50			
19 - Easy Reader	7	105.00			
20 - Fiction	21	445.57			
21 - J Biography					
22 - J Books on CD					
23 - J DVD					
24 - J Fiction	1	5.00			
25 - J Graphic Novel					
26 - J Nonfiction	4	34.93			
27 - J VHS					
28 - Kit (Easy Reader)					
29 - Kit (Easy)					
30 - Kit (Juvenile)					
31 - Large Print					
32 - Learning Backpacks					
33 - Museum Pass					
34 - Mystery	59	766.73			
35 - NM FamilyPass					

**MINUTES DRAFT**  
**Animal Welfare Advisory Committee**

*approved*  
*7/5/16*

**June 7, 2016 @ 3:30**  
**EDGEWOOD ANIMAL SHELTER**

**Attending: Mayor Basset, Mike Ring, Faye Niesen, Susan Simons, Officer Kuchan, Debbie Stack, Celia Cook, Diana Honest, Jan Parks**

CALL TO ORDER: 3:35 PM

APPROVAL OF AGENDA: Moved by Mike Ring, second by Debbie Stack, approved unanimously.

APPROVAL OF MINUTES OF May 3, 2016: Moved by Mike Ring, second by Debbie Stack, approved unanimously.

Faye noted that there were a couple corrections on the Discussion of Woofstock that were corrected.

DISCUSSION ON REORGANIZED ANIMAL PROCEDURES: Mike reported that all is working fine with the procedures and modifications will be implemented as they come up. He explained that there may be some word clarification changes. Things that no longer are in practice will be taken out. Example: NOISE section, pg. 29 as it was not enforceable. Areas marked in blue are more suitable for the town, gray marked areas are up for discussion. The Mayor suggested that it be resent over the internet. It should be read and anything we think should be deleted, draw a red line through and type your ideas in red.

Jan asked about clarifying the Ordinance heading on the date stated.

Volunteers are given the information on the procedures so they can see what is required, they can then choose what area they prefer.

Mike stated that the month of May shows 57 ½ hours of volunteer work. One vet is willing to volunteer. Celia suggested a volunteer coordinator might be considered.

Mike reported that at this time, there are more cats than dogs available for adoption.

DISCUSSION ON GENERAL TOPICS: Susan commented on the kiosk in Petco for making dog tags. The company says that we can get a counter top machine to make tags with by putting in an order of 600 tags and agreeing to order 500 annually. She thought this could be an idea for a fundraiser.

Mike said that he still had quite a few and there wouldn't be a need for any more at this time.



Celia brought up that T-shirts could be a possibility also for a fundraiser if Friends of Estancia Valley Animals put it on. She mentioned an internet site called Boost.com.

Mike brought up to the Mayor about Jan's suspension by the previous Chief to see if she could come back as a volunteer. The Mayor and Officer Kuchen will be looking into this.

The Mayor brought up that he had had discussions on whether the advisory board is necessary. He had much concern over the division of funds between the shelter and Friends of Estancia Valley Animals.

**DISCUSSION ON WOOFSTOCK:** Celia reported that she contacted a vendor, What's Cooking, to see if they might be interested in setting up at Woofstock. The lady had a few concerns:

1. Too much competition
2. Concern over the noise volume of their generator and
3. Concerns that her stand might be near where dogs could have access due to the sanitation laws.

Mike stated that we could rent a diesel generator at a minimal cost that runs quiet.

There is also a desire to have a vendor to sell ice cream and snow cones.

Mike has put in for a grant to Petco for \$4,000 which would help in the cost of tents, van, and giveaways, but it was initially denied due to a new format, so he will be applying again. He has still not been able to contact a Petco representative that would attend the function.

Suggestions were brought up that more advertising would be helpful such as radio. Susan said she could contact Kim Vallez or Mark Ronchetti to see if they would be willing to volunteer some time to attend.

Susan also suggested that a video of the Flyball would be good advertisement.

Faye thought a silent auction for the two quilts she is making would be a possible idea.

Mike stated that there will be no vendor fee to set up.

**SPAY/NEUTER VAN:** Celia reported that she has nearly a full schedule for the non-Edgewood day. There were still slots for the Edgewood only day and a question was raised whether part of those slots might be filled with non-Edgewood residents as she didn't want any of the slots to not be filled. The flyers that she previously put up around town were taken down and she is in the process of putting them up again. The van will be located at the Edgewood Community Center.

Susan and Celia are discussing asking a couple Edgewood businesses if they would be willing to donate some food items for refreshments for the event.

Faye asked about microchipping and Mike said that he and Tim could do it. The Mayor stated that the monies collected would have to be reported separately from the income from the Spay/Neuter service. The separation of how monies are generated and reported is of great concern.

FUTURE AGENDA ITEMS: Susan mentioned the upcoming NM Humane Conference, August 18-20, the 20<sup>th</sup> being a free workshop. She suggested asking them if they would consider coming out to see our new shelter on an evening.

Mike suggested a software that Jan can use that keeps the shelter adoptions and other information in a more usable and updated format. A one-time cost of \$1,000 with automatic updates would be a good investment.

We need to look into creating a mission statement. Mike said he would come up with some ideas.

ADJOURN: 4:45 P.M.

**NEXT MEETING, July 5, 2016 @ 3:30 P.M. AT THE NEW SHELTER.**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Clerk at the Town Offices located at 1911 Historic Route 66, at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Town Clerk at (505)286-4518, or by e-mail at [clerk@edgewood-nm.gov](mailto:clerk@edgewood-nm.gov) if a summary or other type of accessible format is needed. The complete council packet may be viewed on the web, visit [www.edgewood-nm.gov](http://www.edgewood-nm.gov) click on Agendas, Meetings & Minutes.

Chair

  
\_\_\_\_\_  
Susan Simons

Secretary

  
\_\_\_\_\_  
Diana Honest



**TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION  
STAFF REPORT**

**SUBJECT** : 2016-ZC 002

**APPLICANT:** Larry & Dorothy Miller

---

**REQUESTED ACTION:**

The applicant is seeking a Zone Change from SU- Special Use to R2-Conventional Residential Zoning for 7.5 acre parcel located at 506 Dinkle Road, Tract B, as shown on "Land Division of a portion of the Lands of Donald E & Mary E Huston" being located in portions of Sections 14, 23 & 24, T10N, R7E, N.M.P.M., Santa Fe County, Town of Edgewood, NM 87015.

**APPLICATION EXHIBITS:**

- A) Staff Report
- B) Findings of Fact and Conclusions of Law
- C) Application for Zone Change
- D) Applicant's Narrative
- D) Plat: Lands of Donald & Mary Huston
- E) Warranty Deed: Recorded January 2, 2015
- F) Site Plan & Improvement Location Report
- G) Zone Map Section
- H) Zone Atlas Map

**APPLICABLE REGULATIONS**

**Zoning Ordinance**

Section 13. R2- Conventional 2 Acre Residential

Section 25. SU- Special Use

Section 29. Off Street Parking

Section 40. Amendments

**LOCATION**

Subject property is located at: 506 Dinkle Road, Tract B, Edgewood, NM

**BACKGROUND**

The applicant submitted a request for Zone Change from SU-Special Use to R2- Conventional Residential for 7.5 acres located a 506 Dinkle Road, on May 9, 2016. The subject property is a portion of a larger parcel that was granted a Special Use zoning in the early 1980s for gravel

production and later a construction company. Since the gravel pit and construction business are no longer operating, the special use is no longer needed. In 2014, the applicants purchased the 7.5 acre parcel with the house and shop/storage building on it. Their request is remove the Special Use zoning on the 7.5 acre parcel. It is their desire to use the home for short term rentals and the shop building for classes or various types of events. The R2- Conventional Residential zoning is permitted on properties larger than two (2) acres. Boarding, Rooming and Lodging houses are allowed in R2 zoning, upon the granting of a Conditional Use permit. Information regarding the occupancy and parking provisions will be addressed during the Conditional Use phase.

### **PROJECT DESCRIPTION**

The subject parcel has an existing home and shop on it. There are no plans for additional development. The property to the north is zoned R-2 Conventional Residential, to the west is zoned R-1 Residential. Land east and south is zoned Special Use.

The request to change to R2- Conventional Residential on the subject parcel is consistent with the zoning on surrounding properties.

### **STAFF ANALYSIS**

1. Staff performed a review of the application, submitted materials, and applicable ordinances.
2. The request is in compliance with the requirements of the R2-Conventional Residential zoning and is consistent with the zoning on the adjacent properties.
3. It is the opinion of staff that this request is not detrimental to the general public welfare; and will not impair the value of adjacent properties, not impair the integrity and character of the zoning district, due to the compatibility of the zoning districts.
4. Upon approval of the zone change, the applicant will be required to obtain a Conditional Use Permit and Edgewood Business License before rentals may take place.

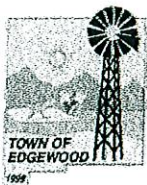
### **STAFF RECOMMENDATION**

It is the recommendation of staff that the request for zone change from SU-Special Use to R2-Conventional Residential zoning for the subject properties be forwarded to Council for approval.

On June 6, 2016, this request was reviewed at the Planning & Zoning Commission at a regular meeting and was approved with the recommendation to move forward to Town Council.

Should any future development take place, the property shall be required to meet the provisions of all the applicable Town of Edgewood Ordinances.





## **BEFORE THE TOWN OF EDGEWOOD PLANNING & ZONING COMMISSION**

### **FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDED ORDER**

IN THE MATTER OF AN APPLICATION BY:

MILLER, LARRY & DOROTHY

CASE: 2016-ZC 002

ZONE CHANGE FROM SU-SPECIAL USE TO R2-CONVENTIAL RESIDENTIAL  
FOR PROPERTY LOCATED AT 506 DINKLE ROAD, LANDS OF DONALD AND MARY HUSTON, PORTIONS  
OF SECTIONS 14, 23 & 24, T10N, R7E, N.M.P.M., EDGEWOOD, SANTA FE COUNTY, NM 87015

---

#### **I. APPLICATION PROCESS**

##### **1.1 LEGAL**

A request by Larry & Dorothy Miller, for a Zone Change from SU- Special Use to R2- Conventional Residential zoning for property located at:

506 Dinkle Road, Lands of Donald & Mary Huston, portions of Section 14, 23, & 24, T10N, R7E, NMPM, Santa Fe County, Edgewood, NM 87015.

#### **2. PUBLIC MEETING**

On June 6, 2016 the Planning & Zoning Commission reviewed this application for recommendation to the Town Council.

Applicant Presenting Information : Mr. Larry Miller, Mrs. Dorothy Miller

Staff Presenting Information : Ms. Bonnie Pettee

#### **3. FINDINGS OF FACT**

- 3.1 The subject property is located in the Town of Edgewood. The Edgewood Planning & Zoning Commission is authorized to hear this case and to make a recommendation to the Edgewood Town Council.
- 3.2 The change in zoning is at the owners request and is a more restrictive zoning category. The R2- Conventional Residential zoning on the subject property is surrounded by adjacent residential properties.
- 3.3 The applicant will require a Conditional Use permit to use the property for short term lodging purposes, classes, or special events.
- 3.4 The owner does not presently intend to have any additional development on the subject property, therefore, the proposed zoning change will not change the character of the neighborhood or adversely affect the rural environment.

#### 4. CONCLUSIONS OF LAW

The request for a Zone Change from SU-Special Use zoning to R2- Conventional Residential zoning for a 7.5 acre parcel located at 506 Dinkle Road is:

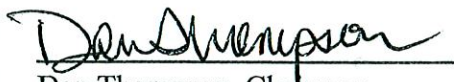
- 4.1 The zone change is appropriate because the quarry use of the property has been abandoned.
- 4.2 Approval of this request is not deemed detrimental to the public health, safety or welfare in the zone in which it is proposed.
- 4.3 Approval of this request will not result in adverse impact on neighboring properties.
- 4.4 Should any future development be desired the following Town Ordinances shall be followed:
  - Zoning Ordinance
  - Subdivision Ordinance
  - Grading & Drainage Ordinance
  - Landscaping Ordinance
  - Uniform Fire Code
  - Fire and Rescue Impact Fees

#### 5. ORDER OF DECISION

Based on the Findings of Fact, Conclusions of Law and the reasons stated, the Town of Edgewood Planning and Zoning Commission recommends that Zone Change Application 2016-ZC 002, a request for a change to the zoning designation from SU- Special Use to R2- Conventional Residential for the property identified as 506 Dinkle Road, Lands of Donald & Mary Huston , portion of Section 14, 23 & 24, T10N, R7E, NMPM, Santa Fe County, Edgewood, NM 87015 be forwarded to the Town Council for approval and Zone Map Amendment.

---

**THIS RECOMMENDATION WAS APPROVED BY THE EDGEWOOD PLANNING AND ZONING COMMISSION JUNE 20, 2016.**



Dan Thompson, Chairman

Town of Edgewood Planning & Zoning Commission

7-5-16  
Date

Attest:



Garry Bryant, Secretary

Town of Edgewood Planning & Zoning Commission

7-5-16  
Date



# Town of Edgewood

## APPLICATION FOR ZONE CHANGE

### SHADED AREA FOR STAFF USE ONLY

RECEIVED BY: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

CASE NO. \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

APPROVED DATE: \_\_\_\_\_

ZONING: \_\_\_\_\_

NAME OF APPLICANT: CHARLES LARRY & DOROTHY E. MILLER

APPLICANT ADDRESS: PO Box 1857 EDGEWOOD NM 87015  
Street City State Zip  
68 MEADOWLARK

APPLICANT PHONE: HOME: 286-2181 BUSINESS: CELL (575) 937-7547  
FAX: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS OF PROPERTY FOR WHICH REZONING IS REQUESTED:

506 PINKLE

PRESENT ZONING OF PROPERTY: SPECIAL USE REQUESTED ZONING OF PROPERTY: R-2 CONVENTIONAL  
2-ACRE

OWNER OF ABOVE DESCRIBED PROPERTY:

CHARLES LARRY & DOROTHY E. MILLER

OWNER ADDRESS: 68 MEADOWLARK EDGEWOOD NM 87015  
Street City State Zip

OWNER PHONE: HOME: 286-2181 BUSINESS: CELL (575) 937-7547  
FAX: \_\_\_\_\_ FAX: \_\_\_\_\_

PRESENT USE OF PROPERTY: SHORT TERM VACATION RENTAL

FEE: \_\_\_\_\_



### NOTICE AND DISCLAIMER

The staff acts in an advisory position only and will provide you with the recommendations, whether positive or negative, that will be forwarded to the Planning Commission.

If you take any action, make any financial commitments or expenditures based on staff, Planning Commission, or Town Council member statements before final action is taken on your application, you are doing so at your own risk.



The Town of Edgewood, its elected and appointed officials, agents, attorneys, and employees, will not in any way be responsible or liable for any losses of any kind whatsoever by you in the event that your application is not granted.

Your signature(s) on this document verifies (verify) that you have read and completely understand this document.

Applicant: *Charles Larry Miller* Date: 1/25/2016  
(Signature)  
Type or Print Applicant Name: CHARLES LARRY MILLER, Dorothy E. Miller

Owner: *Charles Larry Miller, Dorothy E. Miller* Date: 1/25/2016  
(Signature)  
Type or Print Owner Name: CHARLES LARRY MILLER Submitted 4/18/2016  
DOROTHY E. MILLER 516/2016

CASE No.: \_\_\_\_\_

## COMMUNITY DEVELOPMENT

### ZONE CHANGE CHECKLIST

#### APPLICATION FOR ZONE CHANGE SHALL BE ACCOMPANIED BY THE FOLLOWING:

- ☐ COPY OF GENERAL WARRANTY DEED FOR THE PROPERTY OR PROPERTIES FOR WHICH APPLICATION IS MADE.
- ☐ CERTIFIED BOUNDARY SURVEY FOR WHICH APPLICATION IS MADE.
- ☐ SITE PLAN SHOWING LOCATION OF ALL EXISTING AND PROPOSED BUILDINGS, OTHER CONSTRUCTIONAL FEATURES, AND LANDSCAPING -- DRAWN TO SCALE WITH ALL DIMENSIONS AND THE LOCATION OF THE ZONE CHANGE IDENTIFIED.
- ☐ ARCHITECTURAL ELEVATIONS FOR ANY PROPOSED BUILDINGS ON THE SUBJECT PROPERTY.
- ☐ **COMMERCIAL REZONING:** A WRITTEN DESCRIPTION OF PROPOSED OPERATION IN SUFFICIENT DETAIL TO INCLUDE HOURS OF OPERATION; NUMBER OF EMPLOYEES; TYPE OF MACHINERY; PLANS FOR OUTDOOR STORAGE; EFFECTS OF OPERATION IN PRODUCING AIR AND WATER POLLUTION, ODOR, NOISE, GLARE, FIRE OR OTHER FIRE SAFETY HAZARDS, AND TRAFFIC CONGESTION.
- ☐ **RESIDENTIAL REZONING:** A WRITTEN DESCRIPTION OF THE PROPOSED USE OF PROPERTY INCLUDING NUMBER AND SIZE OF PROPOSED UNITS; NUMBER OF OFF-STREET PARKING SPACES; OPEN SPACE, RECREATIONAL FACILITIES; LANDSCAPE PLANS, AND REASONS FOR THE REZONING REQUEST.
- ☐ OTHER INFORMATION OR STUDY NEEDED: \_\_\_\_\_



Charles Larry & Dorothy E. Miller  
P. O. Box 1857  
Edgewood, NM 87015  
H (505) 286-2181, C (575) 937-7547, C (505) 850-2335, Email: clandde@gmail.com

May 6, 2016

Planning & Zoning Commission  
Town of Edgewood  
Edgewood, New Mexico

Planning & Zoning Commission Members:

Attached is our application for a zone change for 506 Dinkle, Edgewood, New Mexico. We request that the property, 7.525 acres, currently zoned for SU, Special Use, be changed to R-2, Conventional 2-Acre Residential Zone.

Our plan is to use the property, a three to four bedroom residence and shop, for short-term rental. We plan to make the home available in its entirety or half of the residence for overnight rental. Clients would be able to spend one or two days up to a week or one month as guests with appropriate market rental fees. Food service is not included. In addition, the shop will be used to support the home for classes, events, meetings, storage, maintenance, etc.

Number of off-street parking spaces: 10+

Open space, recreational facilities: 7.5+ acres of open space to enjoy the beauty of Edgewood.

Landscape plans: Residence is already landscaped with trees, bushes, & flowers supplied by a drip irrigation system. Xeriscape materials already exist.

Reason for rezoning request: To comply with Town of Edgewood zoning ordinances.

Included in this application are the following:

Town of Edgewood Application for Zone Change

Copy of general warranty deed for the property

Copy of certified boundary survey

Improvement Location Report to use as a copy of site plan showing location of all existing buildings.

The property is currently zoned for special use which was approved in the early 1980's for Sun & Soil, Inc. and Huston Construction for adobe brick and gravel production followed by rammed home construction. The former owners and our parents, Don & Mary Huston, have passed and the purpose of the special use zone for these 7.5+ acres is no longer necessary for these purposes. In December 2014, we purchased the property and desire to change the use of the home & as mentioned above.

We request approval of this proposed zone change and are prepared to answer any questions you have.

Sincerely,

  
Charles Larry Miller

  
Dorothy E. Miller

Attachments

Return to:

Return To: FT000167755  
FIDELITY NATIONAL TITLE INSURANCE CO.

Fidelity National Title of New Mexico, Inc  
8220 San Pedro NE, Ste.160  
Albuquerque, NM 87113

GF# FT000167755-NM07

e-Recorded 1754198 01/02/15 SFC

**WARRANTY DEED**  
(Joint Tenants)

**E.**  
**Dorothy Miller, a married woman joined by spouse Charles L Miller as their interest may appear**

for consideration paid, grant to

**Charles L Miller and Dorothy E Miller, husband and wife**

whose address is 560 Dinkle Road, Edgewood, NM 87015

as joint tenants the following described real estate in Santa Fe County, New Mexico:

Tract B, as shown on "Land Division of a portion of the Lands of Donald E. & Mary E. Huston being located in portions of Sections 14, 23 & 24, T10N, R7E, NMPM, Santa Fe County, N.M., filed in the office of the County Clerk of Santa Fe County, New Mexico on July 19, 1985 in Plat Book 154, page 018.

with warranty covenants.

SUBJECT TO Patent, reservations, restrictions, and easements of record and to taxes for the year 2014, and subsequent years.

Witness our hands and seals this 30 day of December, 2014.

  
Dorothy Miller

  
Charles L Miller

**ACKNOWLEDGEMENT FOR NATURAL PERSONS**

STATE OF NEW MEXICO  
COUNTY OF BERNALILLO

This instrument was acknowledged before me this 30<sup>th</sup> day of December, 2014 by Dorothy Miller and Charles L Miller

My Commission Expires:

(Seal)

  
Notary Public



OFFICIAL SEAL  
MARK R. DORAK  
NOTARY PUBLIC-STATE OF NEW MEXICO  
My commission expires: 6-28-16



COUNTY OF SANTA FE ) STATE OF NEW MEXICO ) ss	WARRANTY DEED PAGES: 1
I Hereby Certify That This Instrument Was filed for Record On The 2ND Day Of January, A.D., 2015 at 08:10:05 AM And Was Duly Recorded as Instrument # 1754198 Of The Records Of Santa Fe County	
Witness My Hand And Seal Of Office Geraldine Salazar Deputy - EFMARTINEZ County Clerk, Santa Fe, NM	



### IMPROVEMENT LOCATION REPORT

THIS IS TO CERTIFY,  
TO TITLE COMPANY: FIDELITY NATIONAL TITLE OF NEW MEXICO, INC.  
TO UNDERWRITER: FIDELITY NATIONAL TITLE INSURANCE COMPANY  
TO LENDER: VAN DYK MORTGAGE CORPORATION : ISAOA  
THAT ON DECEMBER 24, 2014, I MADE AN INSPECTION OF THE PREMISES SITUATED AT /  
NEAR EDGEWOOD, SANTA FE COUNTY, NEW MEXICO, BRIEFLY DESCRIBED  
AS: 506 DINKLE ROAD.


#### DESCRIPTION:

TRACT B, AS SHOWN ON "LAND DIVISION OF A PORTION OF THE LANDS OF DONALD E. & MARY E. HUSTON BEING LOCATED IN PORTIONS OF SECTIONS 14, 23 & 24, T10N, R7E NMPM, SANTA FE COUNTY, N.M., FILED IN THE OFFICE OF THE COUNTY CLERK OF SANTA FE COUNTY, NEW MEXICO ON JULY 19, 1985 IN PLAT BOOK 154, PAGE 018."

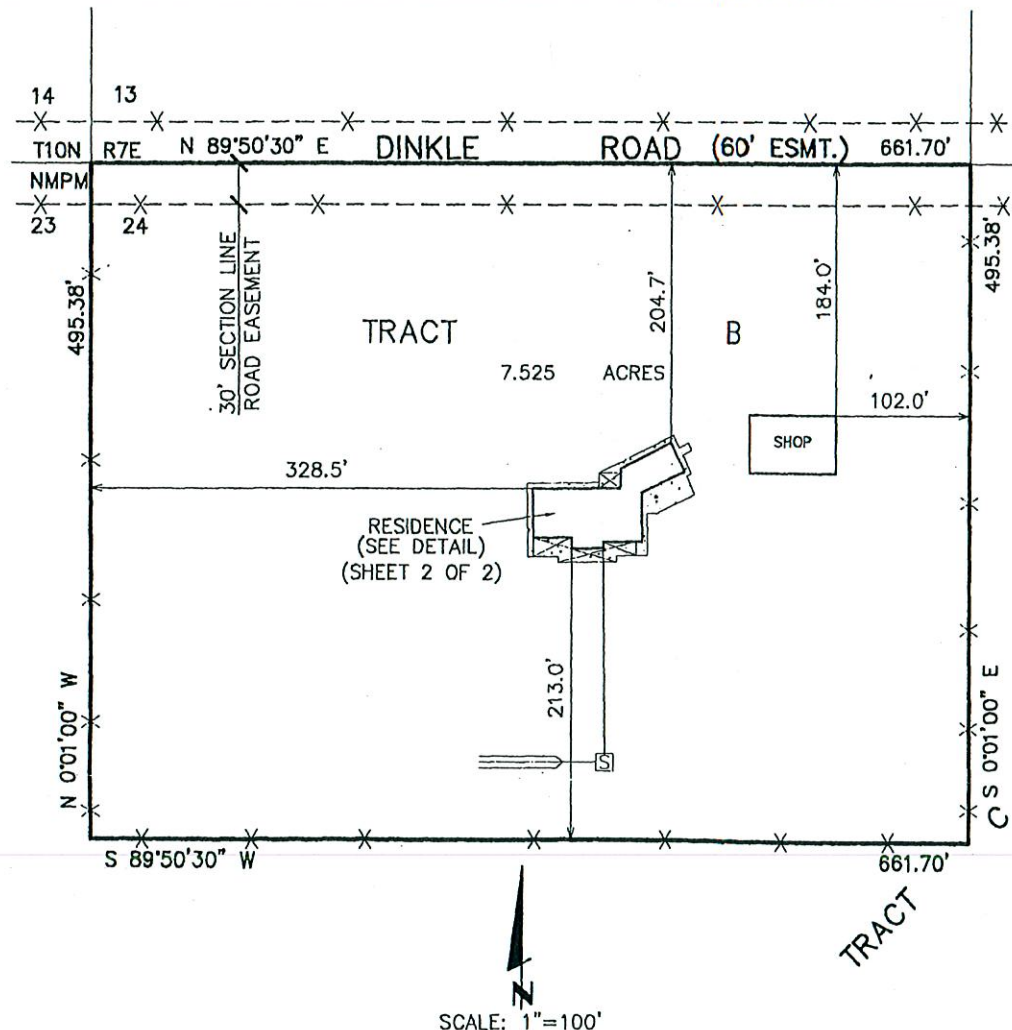
#### NOTES:

1. DESCRIPTION PROVIDED IN TITLE COMMITMENT ISSUED BY FIDELITY NATIONAL TITLE INS. CO. COMMITMENT NO. FT000167755
2. RECORD INFORMATION SHOWN IS FROM PLAT OF RECORD.
3. IMPROVEMENTS SHOWN ARE BASED UPON FIELD VERIFICATION.
4. NO SURVEY OR BOUNDARY VERIFICATION IS INCLUDED OR IMPLIED BY THIS REPORT.

#### LEGEND

	BOUNDARY LINE		CONCRETE
	EASEMENT LINE		COVERED PORCH
	WIRE FENCE		SEPTIC TANK/ LEACH FIELD

THIS REPORT IS NOT FOR USE BY A PROPERTY OWNER FOR ANY PURPOSE. THIS IS NOT A BOUNDARY SURVEY AND MAY NOT BE SUFFICIENT FOR THE SURVEY EXCEPTION FROM AN OWNER'S TITLE POLICY. IT MAY OR MAY NOT REVEAL ENCROACHMENTS, OVERLAPS, CONFLICTS IN BOUNDARY LINES, SHORTAGES IN AREA, OR OTHER MATTERS WHICH WOULD BE DISCLOSED BY AN ACCURATE BOUNDARY SURVEY.



THIS TRACT IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD WHICH PERTAIN.  
SHEET 1 OF 3

### IMPROVEMENT LOCATION REPORT

I FURTHER CERTIFY AS TO THE EXISTENCE OF THE FOLLOWING AT THE TIME OF MY LAST INSPECTION;

1. EVIDENCE OF RIGHTS OF WAY, OLD HIGHWAYS OR ABANDONED ROADS, TRAILS OR DRIVEWAYS, SEWER, DRAINS, WATER, GAS OR OIL PIPE LINES ON OR CROSSING SAID PREMISES (SHOW LOCATION, IF NONE VISIBLE, SO INDICATED):

NONE EVIDENT

2. SPRINGS, STREAMS, RIVERS, PONDS OR LAKES LOCATED, BORDERING ON OR THROUGH SAID PREMISES:

NONE EVIDENT

3. EVIDENCE OF CEMETERIES OR FAMILY BURIAL GROUNDS LOCATED ON SAID PREMISES (SHOW LOCATION):

NONE EVIDENT

4. OVERHEAD UTILITY POLES, ANCHORS, PEDESTALS, WIRE OR LINES OVERHANGING OR CROSSING SAID PREMISES AND SERVING OTHER PROPERTIES (SHOW LOCATION):

NONE EVIDENT

5. JOINT DRIVEWAYS OR WALKWAYS, JOINT GARAGES, PARTY WALLS OR RIGHTS OF SUPPORT, STEPS OR ROOFS IN COMMON OR JOINT GARAGES:

NONE EVIDENT

6. APPARENT ENCROACHMENTS, IF THE BUILDING, PROJECTION OR CORNICES THEREOF, OR SIGNS AFFIXED THERETO, FENCES OR OTHER INDICATIONS OF OCCUPANCY APPEAR TO ENCROACH UPON OR OVERHANG ADJOINING PROPERTY, OR THE LIKE APPEAR TO ENCROACH UPON OR OVERHANG INSPECTED PREMISES, SPECIFY ALL SUCH (SHOWN LOCATION):

NONE EVIDENT

7. SPECIFIC PHYSICAL EVIDENCE OF BOUNDARY LINES ON ALL SIDES:

FENCE ALONG BOUNDARY AS SHOWN ON ATTACHED SKETCH.

8. IS THE PROPERTY IMPROVED? (IF STRUCTURES APPEAR TO ENCROACH OR APPEAR TO VIOLATE SET BACK LINES, SHOW APPROXIMATE DISTANCES):

YES

9. INDICATIONS OF RECENT BUILDING CONSTRUCTION, ALTERATION OR REPAIRS:

NONE EVIDENT


10. FLOOD FREQUENCY POTENTIAL:

LOCATED ENTIRELY OUTSIDE THE 100-YEAR (1%) FLOODPLAIN IN ZONE "X", ACCORDING TO F.I.R.M. NO. 35049 C1000E



*Roger G. Scussel*  
SURVEYOR

NMPS NO. 14405

 <b>Oden &amp; Associates</b> surveyors engineers planners					
P.O. BOX 1976 200 U.S. ROUTE 66 MORIARTY, NM 87035 (505)832-1425 832-6996 (FAX)					
Designed	Date	Drawn	Date	Checked	Date
TRO	12/24/14	GS	12/29/14	RGS	12/30/14
Job #	S14-131	File	HUSTON 24107	COMP. FILE	29108
				DWG NAME	S14-131.DWG
					Sheet 3 of 3



SECTIONS 14, 23, AND 24, T.10N., R.7E.,  
COUNTY, N.M.

BEING all that certain tract which is a portion of Sections 14, 23, and 24, T.10N., R.7E., N.M.P.M., Santa Fe County, New Mexico, and being more particularly described as follows;

BEGINNING at the section corner common to Section 13, 14, 23, 24, T.10N., R.7E., N.M.P.M., Santa Fe County, New Mexico, said corner being on the northeasterly boundary of the tract herein described;

THENCE, N.89°50'30"E., a distance of 2646.81 feet;  
THENCE, S.01°14"E., a distance of 2440.41 feet;

INCHES, N. 1/8 30.78" W., a distance of 1309.29 feet;  
THENCE, N. 65 57.37" W., a distance of 1429.36 feet;  
THENCE, S. 0 01.00" E., a distance of 149.16 feet;

THEENCE, N.75 41°58'W., a distance of 346.85 feet;  
THEENCE, S.31 04°11'W., a distance of 307.03 feet;  
THEENCE, S.88 05°30'W., a distance of 827.29 feet;

THENCE, N. 48° 37' 07" W., a distance of 317.55 feet;  
THENCE, N. 40° 40' 52" W., a distance of 398.56 feet;  
THENCE, N. 51° 40' 52" W., a distance of 145.35 feet.

THESE, S. 89 47.48"W., a distance of 2037.30 feet;  
THESE, N. 0 16.44"W., a distance of 1328.17 feet;

THESE, N. 89 57.75"E., a distance of 1353.58 feet;  
THESE, N. 0 12.04"W., a distance of 2637.34 feet;  
THESE, N. 89 53.49"E., a distance of 1332.26 feet;

THEENCE, S.0 06'23"W., a distance of 1302.48 feet;  
THEENCE, N.89 55'23"E., a distance of 1302.48 feet;  
THEENCE, S.0 04'54"W., a distance of 1317.71 feet

to the point of beginning, containing 388.434 acres, as surveyed during the month of June, 1985.

SAID TRACT BEING SUBJECT TO ALL EASEMENTS, RESTRICTIONS, AND RESERVATIONS OF RECORD AS FILED IN THE OFFICE OF THE COUNTY CLERK OF SANTA FE COUNTY, NEW MEXICO.

The undersigned owners do hereby attest that the land division as shown is with their free consent and in accordance with their wishes and desires, and do further dedicate any easements or rights-

James E. Johnston  
John E. Johnston

Donald E. Huston  
Mart Elizabeth Huston

COUNTY OF Spokane ) ss

foregoing instrument was acknowledged before me by \_\_\_\_\_  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

My commission expires: 0 0

Notary Public  
12/22/87

APPROVALS  
COUNTY OF SANTA FE

My Commission Expires 1/1/2011

W. J. Williams Santa Fe County Land Use Administrator

1-19-85 Date

85-760  
and Development Permit No.

10N, R7E, N44PM.

13  
COUNTRY ROAD 8

41'-

525 ACRES  
00'E--

	\$
TOTAL AG	

07.03  
COUNTRY R  
NET AC

3,06,05,68N

14

13.788 ACRES

344.96  
7725.14  
116.20

NET ACRB

343.40

[illegible]

$M_2 \leq 8$

3,000,000

1429

01/14/20

Prepared

---

1

Return to:

Return to: FT000167755  
FIDELITY NATIONAL TITLE INSURANCE CO.

Fidelity National Title of New Mexico, Inc  
8220 San Pedro NE, Ste. 160  
Albuquerque, NM 87113

GF# FT000167755-NM07

c-Recorded 1754198 01/02/15 SFC

**WARRANTY DEED**  
(Joint Tenants)

**Dorothy E. Miller, a married woman joined by spouse Charles L Miller as their interest may appear**

for consideration paid, grant to

**Charles L Miller and Dorothy E Miller, husband and wife**

whose address is 560 Dinkle Road, Edgewood, NM 87015

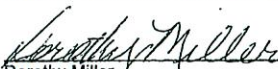
as joint tenants the following described real estate in Santa Fe County, New Mexico:

Tract B, as shown on "Land Division of a portion of the Lands of Donald E. & Mary E. Huston being located in portions of Sections 14, 23 & 24, T10N, R7E, NMPM, Santa Fe County, N.M., filed in the office of the County Clerk of Santa Fe County, New Mexico on July 19, 1985 in Plat Book 154, page 018.

with warranty covenants.

SUBJECT TO Patent, reservations, restrictions, and easements of record and to taxes for the year 2014, and subsequent years.

Witness our hands and seals this 30 day of December, 2014.

  
Dorothy Miller

  
Charles L Miller


**ACKNOWLEDGEMENT FOR NATURAL PERSONS**

STATE OF NEW MEXICO  
COUNTY OF BERNALILLO

This instrument was acknowledged before me this 30th day of December, 2014 by Dorothy Miller and Charles L Miller

My Commission Expires:

(Seal)

  
Notary Public



OFFICIAL SEAL  
MARK R. DORAK  
NOTARY PUBLIC-STATE OF NEW MEXICO  
My commission expires: 6-28-16



COUNTY OF SANTA FE }	WARRANTY DEED
STATE OF NEW MEXICO } ss	PAGES: 1
I Hereby Certify That This Instrument Was Filed for Record On The 2ND Day Of January, A.D., 2015 at 08:10:05 AM And Was Duly Recorded as Instrument # 1754198 Of The Records Of Santa Fe County	
Witness My Hand And Seal Of Office Geraldine Salazar County Clerk, Santa Fe, NM	
Deputy - EFMARTINEZ	



### IMPROVEMENT LOCATION REPORT

THIS IS TO CERTIFY,  
TO TITLE COMPANY: FIDELITY NATIONAL TITLE OF NEW MEXICO, INC.  
TO UNDERWRITER: FIDELITY NATIONAL TITLE INSURANCE COMPANY  
TO LENDER: VAN DYK MORTGAGE CORPORATION : ISAOA  
THAT ON DECEMBER 24, 2014, I MADE AN INSPECTION OF THE PREMISES SITUATED AT /  
NEAR EDGEWOOD, SANTA FE COUNTY, NEW MEXICO, BRIEFLY DESCRIBED  
AS: 506 DINKLE ROAD.

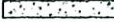


#### DESCRIPTION:

TRACT B, AS SHOWN ON "LAND DIVISION OF A PORTION OF THE LANDS OF DONALD E. & MARY E. HUSTON BEING LOCATED IN PORTIONS OF SECTIONS 14, 23 & 24, T10N, R7E NMPM, SANTA FE COUNTY, N.M., FILED IN THE OFFICE OF THE COUNTY CLERK OF SANTA FE COUNTY, NEW MEXICO ON JULY 19, 1985 IN PLAT BOOK 154, PAGE 018."

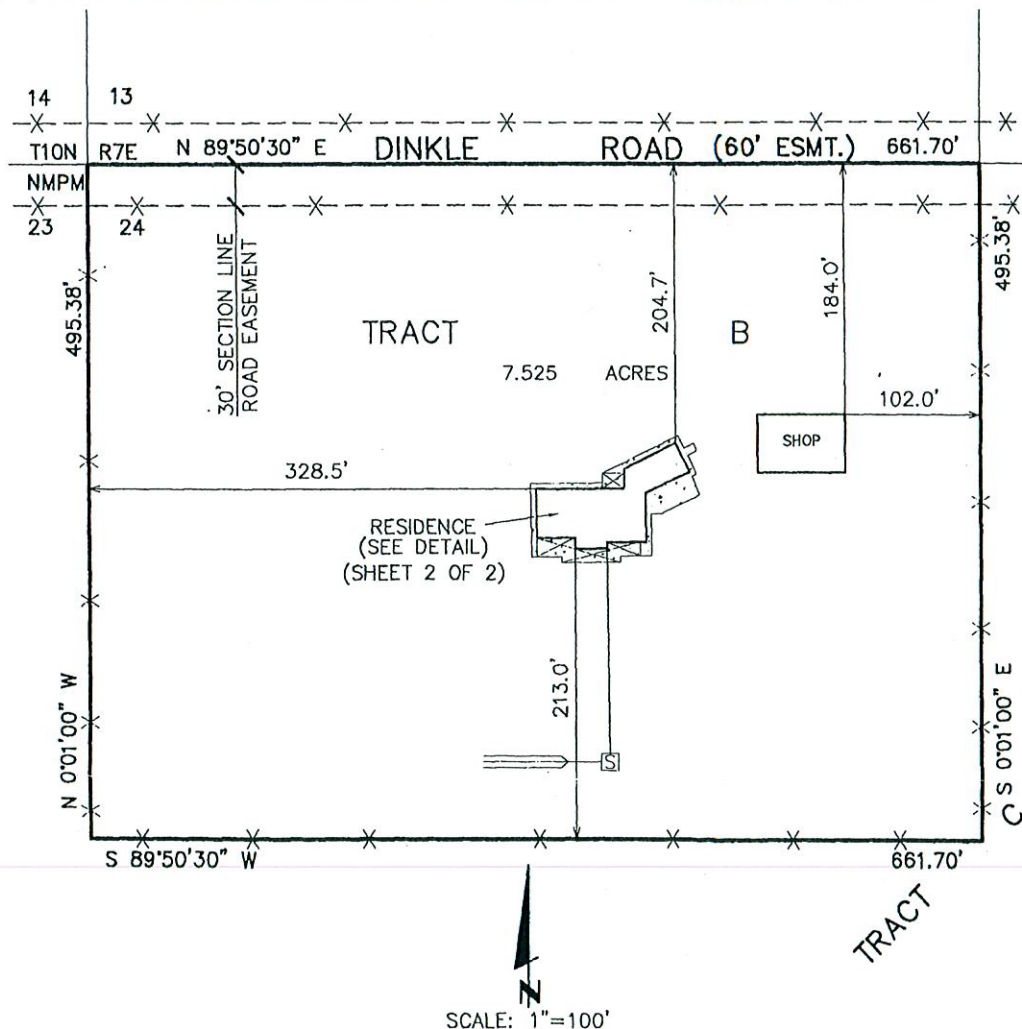
#### NOTES:

1. DESCRIPTION PROVIDED IN TITLE COMMITMENT ISSUED BY FIDELITY NATIONAL TITLE INS. CO. COMMITMENT NO. FT000167755
2. RECORD INFORMATION SHOWN IS FROM PLAT OF RECORD.
3. IMPROVEMENTS SHOWN ARE BASED UPON FIELD VERIFICATION.
4. NO SURVEY OR BOUNDARY VERIFICATION IS INCLUDED OR IMPLIED BY THIS REPORT.

#### LEGEND

———	BOUNDARY LINE		CONCRETE
- - - - -	EASEMENT LINE		COVERED PORCH
-X-X-	WIRE FENCE		SEPTIC TANK/ LEACH FIELD







THIS REPORT IS NOT FOR USE BY A PROPERTY OWNER FOR ANY PURPOSE. THIS IS NOT A BOUNDARY SURVEY AND MAY NOT BE SUFFICIENT FOR THE SURVEY EXCEPTION FROM AN OWNER'S TITLE POLICY. IT MAY OR MAY NOT REVEAL ENCROACHMENTS, OVERLAPS, CONFLICTS IN BOUNDARY LINES, SHORTAGES IN AREA, OR OTHER MATTERS WHICH WOULD BE DISCLOSED BY AN ACCURATE BOUNDARY SURVEY.

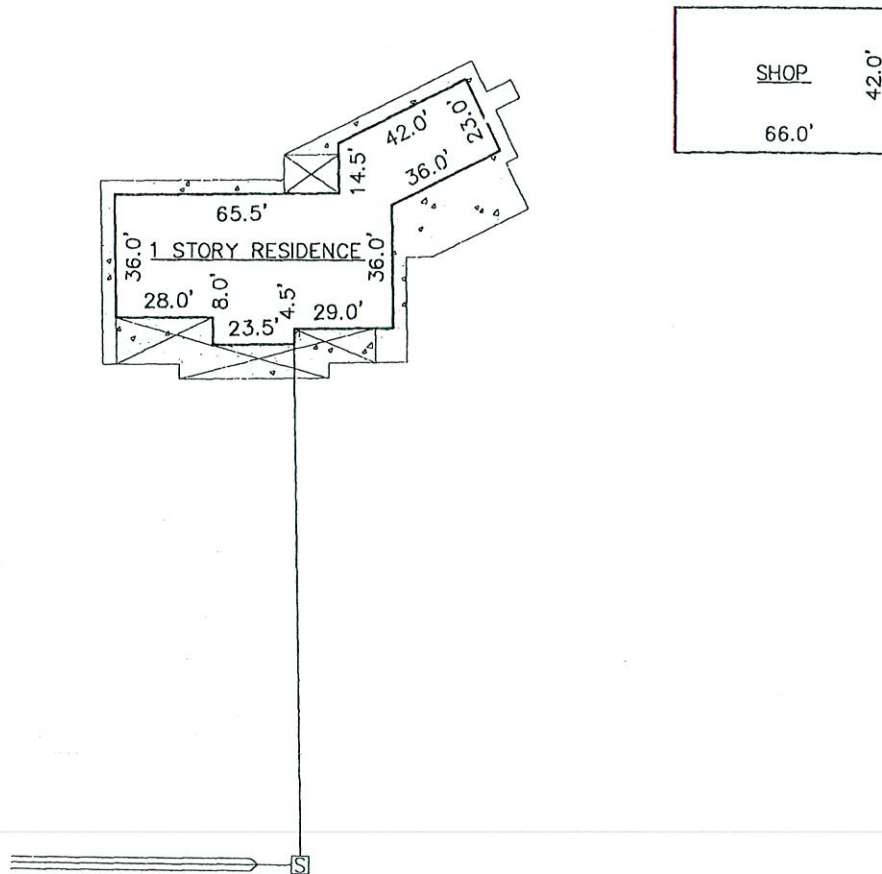
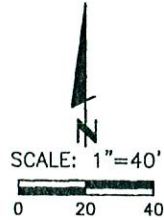


THIS TRACT IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD WHICH PERTAIN.  
SHEET 1 OF 3

IMPROVEMENT LOCATION REPORT  
RESIDENCE DETAIL

LEGEND

	BOUNDARY LINE		CONCRETE
	EASEMENT LINE		COVERED PORCH
	WIRE FENCE		SEPTIC TANK/ LEACH FIELD





### IMPROVEMENT LOCATION REPORT

I FURTHER CERTIFY AS TO THE EXISTENCE OF THE FOLLOWING AT THE TIME OF MY LAST INSPECTION;

1. EVIDENCE OF RIGHTS OF WAY, OLD HIGHWAYS OR ABANDONED ROADS, TRAILS OR DRIVEWAYS, SEWER, DRAINS, WATER, GAS OR OIL PIPE LINES ON OR CROSSING SAID PREMISES (SHOW LOCATION, IF NONE VISIBLE, SO INDICATED);

NONE EVIDENT

2. SPRINGS, STREAMS, RIVERS, PONDS OR LAKES LOCATED, BORDERING ON OR THROUGH SAID PREMISES:

NONE EVIDENT

3. EVIDENCE OF CEMETERIES OR FAMILY BURIAL GROUNDS LOCATED ON SAID PREMISES (SHOW LOCATION):

NONE EVIDENT

4. OVERHEAD UTILITY POLES, ANCHORS, PEDESTALS, WIRE OR LINES OVERHANGING OR CROSSING SAID PREMISES AND SERVING OTHER PROPERTIES (SHOW LOCATION):

NONE EVIDENT

5. JOINT DRIVEWAYS OR WALKWAYS, JOINT GARAGES, PARTY WALLS OR RIGHTS OF SUPPORT, STEPS OR ROOFS IN COMMON OR JOINT GARAGES:

NONE EVIDENT

6. APPARENT ENCROACHMENTS, IF THE BUILDING, PROJECTION OR CORNICES THEREOF, OR SIGNS AFFIXED THERETO, FENCES OR OTHER INDICATIONS OF OCCUPANCY APPEAR TO ENCROACH UPON OR OVERHANG ADJOINING PROPERTY, OR THE LIKE APPEAR TO ENCROACH UPON OR OVERHANG INSPECTED PREMISES, SPECIFY ALL SUCH (SHOWN LOCATION):

NONE EVIDENT

7. SPECIFIC PHYSICAL EVIDENCE OF BOUNDARY LINES ON ALL SIDES:

FENCE ALONG BOUNDARY AS SHOWN ON ATTACHED SKETCH.

8. IS THE PROPERTY IMPROVED? (IF STRUCTURES APPEAR TO ENCROACH OR APPEAR TO VIOLATE SET BACK LINES, SHOW APPROXIMATE DISTANCES):

YES

9. INDICATIONS OF RECENT BUILDING CONSTRUCTION, ALTERATION OR REPAIRS:

NONE EVIDENT

10. FLOOD FREQUENCY POTENTIAL:

LOCATED ENTIRELY OUTSIDE THE 100-YEAR (1%) FLOODPLAIN IN ZONE "X", ACCORDING TO F.I.R.M. NO. 35049 C1000E



*Roger G. Scussel*  
SURVEYOR

NMPS NO. 14405

Oden & Associates					
surveyors engineers planners					
P.O. BOX 1976 200 U.S. ROUTE 66 MORIARTY, NM 87035 (505)832-1425 832-6996 (FAX)					
Designed	Date	Drawn	Date	Checked	Date
TRO	12/24/14	GS	12/29/14	RGS	12/30/14
Job #	S14-131	File	HUSTON 24107	COMP. FILE	29108
				DWG NAME	S14-131.DWG
					Sheet
					3 of 3



506 Dinkle Road

Legend

Dinkle Rd

Meadowlark Ln

Laser Rd

Summerfield Ln

Google earth

©2016 Google



1000 ft



**TOWN OF EDGEWOOD  
ORDINANCE NO. 2016-04**

**AN ORDINANCE GRANTING THE APPROVAL OF A ZONE CHANGE  
TO MIXED USE (M U) ZONE WITHIN THE TOWN OF EDGEWOOD,  
NEW MEXICO.**

**WHEREAS:** the owner Larry & Dorothy Miller is requesting Conventional 2 Acre Residential zoning (R2) for the property located at 506 Dinkle Road – Lands of Donald & Mary Huston, portions of Section 14, 23, & 24, T10N, R7E, NMPM, Edgewood, Santa Fe County, New Mexico, and

**WHEREAS:** the zone change complies with the requirements of Town of Edgewood Zoning Ordinance No. 2014-02, Section 40 Amendments and Section 13, Conventional 2 Acre Residential (R2) duly approved by the Town Clerk/Treasurer, and

**WHEREAS:** the zone request is accompanied by a map, known as Exhibit “A”, showing the boundary of the proposed property and is also accompanied by a written description of the land; and

**WHEREAS:** a public hearing, or hearings, regarding this ordinance have been published and held in conformance with the requirements of State law that:

1. The requested zone change is located in the municipal boundary and will not adversely affect the general plan of the Town or be contrary to the general public health and welfare.

**THEREFORE: BE IT ORDAINED BY THE GOVERNING BODY OF THE  
TOWN OF EDGEWOOD THAT:**

The Governing Body of the Town of Edgewood does hereby grant said zone change with the following conditions:

1. Property to be zoned Conventional Residential (R2)
2. The property being zoned as Conventional 2 Acre Residential (R2) will be in compliance with the Town’s current Planning & Zoning Ordinance and 2000 Comprehensive Master Plan.

The zone map of the Town of Edgewood shall be amended accordingly and a copy of this Ordinance amending the zone map of the Town of Edgewood shall be recorded in the office of the County Clerk of Santa Fe County, New Mexico.

**APPROVED, PASSED AND ADOPTED this 20th day of July, 2016 at an open meeting held at the Edgewood Community Center, Edgewood, New Mexico.**

---

John Bassett, Mayor

**ATTEST:**

---

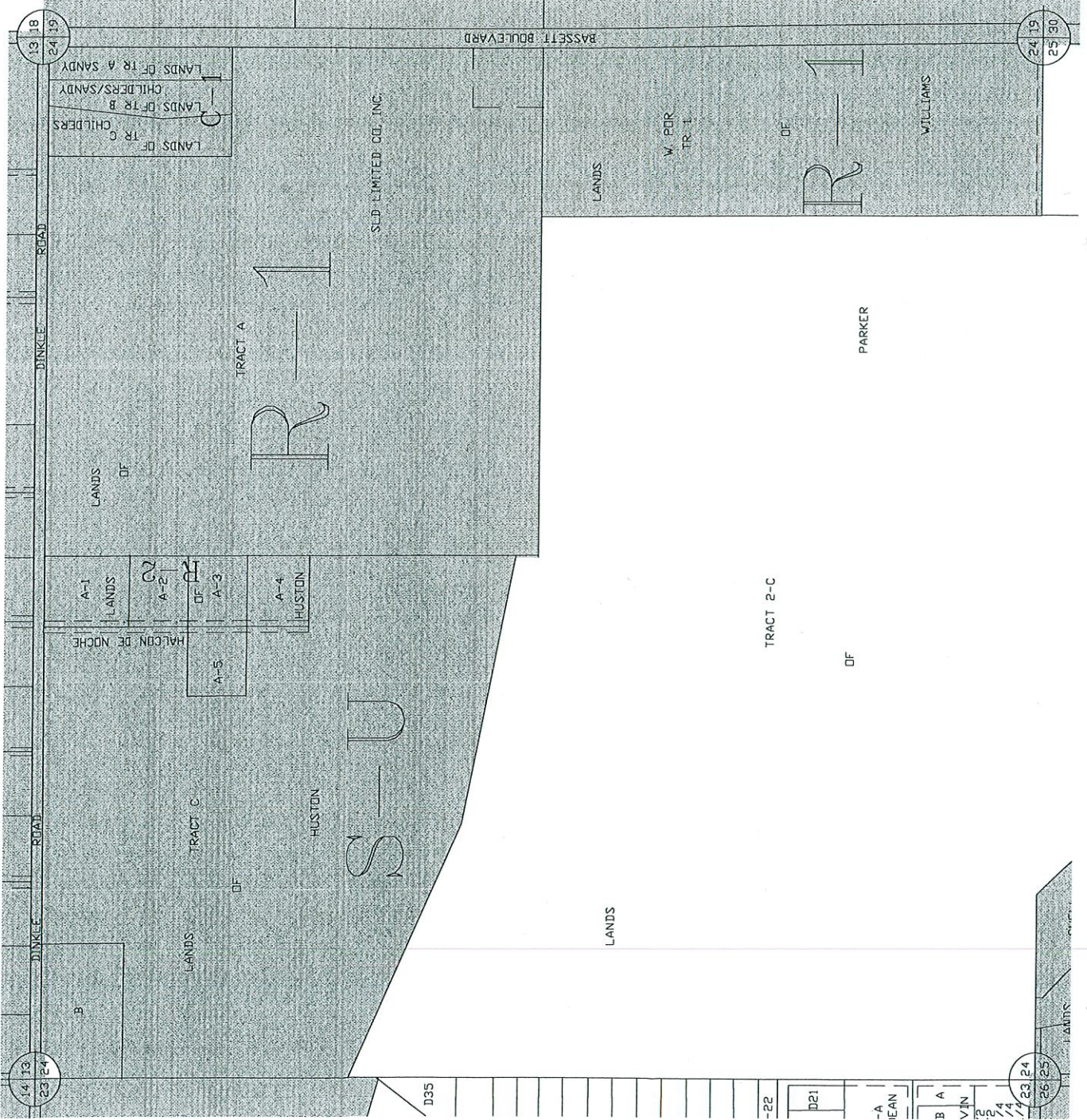
Juan Torres, Clerk/Treasurer



COPYRIGHT  
ALL RIGHTS RESERVED  
ODEN & ASSOCIATES, INC.



SCALE: 1"=750'



LEGAL DESCRIPTION
T 10 N
R 7 E
SEC 24

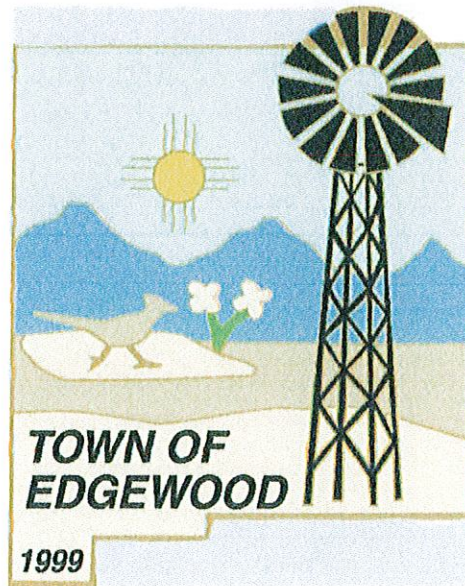
UNIFORM PROPERTY CODE
1042057

MAP AMENDED THROUGH
JANUARY 1, 2013

K 42
------



# TOWN OF EDGEWOOD



## Zoning Ordinance 2014 -02

Amended August 5, 2015

### District Standards - Summary of Changes

Page 22 – insert

Page 28 - insert



daycare home.

5. Storage of a Recreational Vehicle provided it is not used as additional living quarters and is not permanently connected to utilities; Recreational Vehicles shall not be stored within the tract Setback of a lot for a time period exceeding twenty-four (24) hours.
6. Public Utility Structure, provided its location is based on an appropriate Master Plan that has been approved by the Town governing body.
7. Public parks and recreation areas.
8. Secondary Quarters that serve as a single detached extension of the primary Dwelling Unit, and are used exclusively for living and sleeping purposes.

**C. Conditional Uses.** The following uses may be allowed in this Zone District only upon the granting of a permit in accordance with this Ordinance:

1. Boarding, Rooming, and Lodging Houses.
2. Church or other religious Building used as a place of worship.
3. Schools, whether public or private, with incidental facilities, provided that the Town governing body has approved a development plan for the site.
4. Manufactured Homes, provided however, that the use of any Manufactured Home as a secondary or Accessory dwelling to the site built primary dwelling shall be limited to a period not to exceed one (1) year unless an extension of time is granted upon renewal of the permit.

**D. Prohibited Uses.** The following uses are prohibited in this zone:

1. The open storage of inoperative Motor Vehicles or auto parts;
2. The open storage of trash or junk;
3. The open storage of appliances; and
4. Any use not designated a permissive or Conditional Use in this zone, unless otherwise authorized by this Ordinance.

**E. District Standards.** The following regulations apply to all land uses in this Zone District:

1. Minimum lot size shall be no less than two (2) acres, exclusive of roadway easements. Any Nonconforming Lot which existed prior to the effective date of this Section, may continue as a Nonconforming Use in accordance with this Ordinance unless the Council finds at any time that the use is an imminent danger to the public health, safety, and welfare.
2. Setbacks shall be maintained as follows:
  - a. Front Setback shall be no less than thirty (30) feet;
  - b. Side Setback shall be no less than ten (10) feet, except in cases of corner lots, where the secondary street Side Setback shall be no less than twenty (20) feet;
  - c. Rear Setback shall be no less than ten (10) feet.
3. Off-street parking must be provided in accordance with the requirements set forth herein.
4. Maximum Building Height shall be thirty-six (36) feet.
5. All housing shall be on a Permanent Foundation which shall be inspected and approved by the State of New Mexico.

## **SECTION 14. R-3 RESIDENTIAL/INSTITUTIONAL ZONE**

**A. Intent.** The purpose of this Zone District is to accommodate higher-density retirement centers or assisted care facilities. Singular Dwellings or detached structures with Multiple



Dwellings are allowed in this district.

**B. Permissive Uses.** No Building, structure, or land shall be used or occupied except as indicated and for the purposes permitted in this Zone District.

Any of the following Permissive Uses are allowed in this Zone District:

1. All uses permissive in the R-1 Zone District;
2. Multiple Dwellings provided they are connected to water and sewer systems and subject to the following restrictions:
  - a. The Floor Area Ratio shall not exceed 0.5 on any Lot; and
  - b. The gross density of lots shall not exceed six (6) dwelling units per acre if connected to on-site septic, and twelve (12) dwelling units per acre if connected to the Town wastewater treatment facility; and
  - c. The dedication of Open Space is at least thirty percent (30%), not including roadways, parking lots, or driveways.
3. Retirement Centers and Assisted Care Institutions.
4. Medical Care Provider Offices.

**C. Prohibited Uses:** The following uses are prohibited in this zone:

1. The open storage of inoperative Motor Vehicles or auto parts;
2. The open storage of trash or junk;
3. The open storage of appliances; and
4. Any use not designated a permissive or Conditional Use in this zone, unless otherwise authorized by this Ordinance.

**D. Conditional Uses.** The following uses may be allowed in this Zone District only upon the granting of a permit in accordance with this Ordinance:

1. All uses conditional in the R-1 Zone District;

**E. District Standards.** The following regulations apply to all land uses in this Zone District:

1. Setbacks shall be maintained as follows:
  - a. Front Setback shall be no less than fifteen (15) feet;
  - b. Side Setback shall be no less than ten (10) feet;
  - c. Rear Setback shall be no less than fifteen (15) feet; and
2. **Maximum Building Height shall be thirty six (36) feet.**
3. Off-street parking must be provided in accordance with the requirements set forth herein.

## **SECTION 15. R-4 (MANUFACTURED HOME) RESIDENTIAL ZONE**

**A. Intent.** The purpose of this Zone District is to provide for the development of subdivisions for Manufactured Homes. Density shall be limited to one (1) Dwelling Unit per Lot, with a minimum Lot size of no less than one (1) acre.

**B. Permissive Uses.** No Building, structure, or land shall be used or occupied except as indicated and for the purposes permitted in this Zone District.

Any of the following Permissive Uses are allowed in this Zone District:

1. One (1) Dwelling Unit per Lot;
2. Accessory Buildings, structures, or uses, subject to the provisions of this Ordinance;
3. Home Occupation, subject to the provisions of this Ordinance;



- e. Small appliance repair;
2. Day nurseries and nursery schools.
3. Institutions of an educational, religious, charitable or philanthropic nature.
4. Offices wherein only professional, administrative, clerical or sales services are conducted.
5. Private clubs lodges or fraternal organizations operated solely for the benefit of bona fide members (including outdoor recreation or assemble facilities).

**D. Prohibited Uses:**

1. Sexually-Oriented Businesses.

**E. District Standards.** The following regulations apply to all land uses in this Zone District:

1. There shall be no Lot size less than one (1) acre excluding right-of-ways.
2. Setbacks shall be maintained as follows:
  - a. Front Setback shall be no less than thirty (30) feet;
  - b. Side Setback shall be no less than ten (10) feet, except in cases of corner Lots, where the secondary street Side Setback shall be no less than twenty (20) feet; and
  - c. Rear Setback shall be no less than ten (10) feet.
3. Off-street parking must be provided in accordance with the requirements set forth herein.
4. Maximum Building Height shall be thirty six (36) feet.

**SECTION 20. MU MIXED-USE ZONE**

**A. Intent.** The purpose of this zone is to accommodate higher-density residential development and limited nonresidential uses which are compatible to the residential character of this district. Detached single family residences and Multiple Dwellings are allowed in this district, and may include apartments, townhouses, and condominiums.

**B. Permissive Uses.** No Building, structure, or land shall be used or occupied except as indicated and for the purposes permitted in this Zone District.

Any of the following Permissive Uses are allowed in this Zone District:

1. All uses permissive in the R-1 and R-S Zone Districts; and
2. Multiple Dwellings provided above.

**C. Conditional Uses.** The following uses may be allowed in this Zone District only upon the granting of a permit in accordance with this Ordinance:

1. All uses conditional in the R-1 Zone District;
2. Non-commercial library, museum, or art gallery;
3. Medical clinics or dental office;
4. Laundromat;
5. Barber or beauty shop;
6. Educational facilities, not including child care centers.

**D. Prohibited Uses:** The following uses are prohibited in this zone:

1. The open storage of inoperative Motor Vehicles or auto parts;
2. The open storage of trash or junk;
3. The open storage of appliances; and

Any use not designated a permissive or Conditional Use in this zone, unless otherwise authorized by this Ordinance.

**E. District Standards.** The following regulations apply to all land uses in this Zone District:

1. Multiple Dwellings are subject to the following restrictions:
  - a. The Floor Area Ratio shall not exceed 0.5 on any Lot;
  - b. The average Density of the MU zone shall not exceed twelve (12) Dwelling Units per acre; and
  - c. The dedication of Open Space is at least fifteen percent (15%), not including roadways, parking lots, or driveways.
2. Setbacks shall be maintained as follows:
  - a. Front Setback shall be no less than fifteen (15) feet;
  - b. Side Setback shall be no less than ten (10) feet; and
  - c. Rear Setback shall be no less than ten (10) feet.
3. **Maximum Building Height shall be thirty six (36) feet.**
4. Off-street parking must be provided in accordance with the requirements set forth herein.

## **SECTION 21. C-1 COMMERCIAL ZONE**

**A. Intent.** The purpose of this Zone District is to provide for a commercial area with a wide range of commercial services and employment opportunities in small to large businesses, including offices, business support services, light industrial, retail and mixed residential use.

**B. Permissive Uses.** No Building, structure, or land shall be used or occupied except as indicated and for the purposes permitted in this Zone District. Any of the following Permissive Uses are allowed in this Zone District:

1. General and professional offices.
2. Retail commercial establishments.
3. Banking and financial services.
4. Restaurants.
5. Small Engine Repair and Service businesses.
6. Assembly.
7. Light Industry.

**C. Conditional Uses.** The following uses may be allowed in this Zone District only upon the granting of a permit in accordance with this Ordinance.

1. All uses permissive in the R-1 and R-3 Zone District;
2. Motor Vehicle sales and services, provided that:
  - a. Any repair work shall be conducted entirely within an enclosed Building;
  - b. Outdoor storage of materials shall be enclosed by a sufficient visual barrier.
3. Kennel, veterinary hospital, animal grooming parlor, or pet sales store; and
4. Small scale processing associated with a commercial business establishment provided that all processing activities are conducted within a Building and shall not produce off site impacts, which would be disruptive to contiguous



---

## Infrastructure Capital Improvement Plan FY 2018-2022

---

### ICIP for EMWT Regional Water Association

**Contact:** Bobby Ortiz, Chairman  
PO Box 118  
Estancia, NM 87016

**Telephone No.:** (505) 379-2590

**County:** Torrance

**COG District:** 3

**Fax:** 505-384-2234

**Entity Type:** WA

**Email Address:** bortiz@cobbhendley.com

**Is your entity compliant with Executive Order 2013-006?** [http://www.nmdfa.state.nm.us/Capital\\_Outlay\\_Bureau.aspx](http://www.nmdfa.state.nm.us/Capital_Outlay_Bureau.aspx) Yes

**Does entity have an asset management plan and/or inventory listing of capital assets?:** Yes

#### Plan and Priority Process

Since 2007, public meetings have been held throughout the Estancia Basin in the communities of McIntosh, Moriarty and Estancia. These meetings have served to gather public input about the need for a locally owned non-profit regional water utility to serve the continued growth and long-term vitality of the Estancia Basin region in a responsible, conservation-minded way. In addition, EMWT board members and representatives have attended council meetings in the Village of Willard, Town of Estancia and the City of Moriarty along with other meetings held in unincorporated areas around the Valley. Consequently, the EMWT Regional Water Association's Board of Directors began holding regular monthly public planning board meetings which began in December of 2014. EMWT then received a private loan towards an updated PER and Environmental document which matched funds secured with a \$25,000 planning grant from New Mexico Finance Authority Local Government Planning Fund.

Most recently, notice was posted in five area communities and radio broadcasting was used to advertise for an ICIP Public Hearing held on May 10, 2016 in the City of Moriarty to gather public input on potential water drinking projects for inclusion in the Association's five year ICIP (FY2018-2022). Project descriptions, scopes of work and ranking were discussed at this meeting and a variety of citizen questions and concerns were addressed. Public response was positive, particularly concerning the Board's commitment to preserve the Estancia Valley Basin's water resources for its residents and the prevention of its water being exported from the Valley.

Immediately after the Public Hearing, the Board of Directors met in regular session and approved the extension of contract dates to May 27th for the completion of the new 2016 Preliminary Engineering Report by Forsgren and Associates of Albuquerque, NM. The board voted to submit the completed PER to the NM Environmental Department on May 27th.

On June 28th, the Board approved the FY 2018-2022 Infrastructure Capital Improvement Plan by Board Resolution 16-4 (attached). In that the EMWT Regional Water Association's Board of Directors is composed completely of members appointed by the governing bodies of the communities it serves and incorporated by Joint Powers Agreements, the Association is beautifully designed for successful regional planning and cooperation. New Mexico's rural communities' leaders are generationally tied to the land and its resources, and fully realize their strength lies in working together for the good of the region. Everyone wants to keep the water in the Valley for its people because the people know the value of limited water resources and have managed it for centuries. Acequia associations, mutual domestic water associations, municipal water utilities, land grant managers and those operating private wells each have a vested interest in and passion for wise water resource management. All of these factors are contributing factors to public buy-in and conducive to the project's ultimate success. Regional organizations such as the Estancia Valley Economic Development Association, The Estancia Basin Resource Association, and the Estancia Basin Planning Committee share human resources with the EMWT Board. The projects presented in this ICIP represent the cumulative result of almost ten years of planning, disseminating professional engineering information and gathering public input.

#### Capital Improvement Goals

The total Estancia Valley Drinking Water Delivery system may well cost over \$135 million and become one of the largest public works projects in the state. Because the Board does not anticipate significant revenues from water sales for several years after the completion of the project, plans are to submit funding applications to a large variety of funding sources which may include NM Finance Authority's Local Government Planning Fund, The Public Project Revolving Fund, the USDA Rural Development's Water Environmental Program, Drinking Water State Revolving Fund, The Community Development Block Grant, New Mexico State Legislature's Capital Outlay Requests and other Special Appropriations, along with Federal Grants and Loans.

In order to generate capital of this magnitude, funding technical assistance will be required from a large variety of sources as well. Towards this end, a Professional Engineering Services contract was awarded to Bohannon-Huston on April 26, 2016. Other sources of technical funding assistance may include, but are not limited to, those provided by the Mid-Region Council of Governments Water Resources Board, New Mexico FUNDIT, the RISTRA Project, NM Finance Authority consultants, NM Rural Water Association, and the USDA staff members.

---

## Infrastructure Capital Improvement Plan FY 2018-2022

---

### Factors/Trends Considered

Because no regionally managed public water systems exist in the Estancia Valley's closed groundwater basin, EMWT's ICIP projects and the population affected are primarily in Torrance County and the communities of Estancia, Moriarty, Edgewood, Mountainair, and Willard. US Census data indicates the most densely populated areas (between Edgewood and Moriarty and between Moriarty and Estancia) will increase significantly in the next 30 years - citizens are passionate about protecting access to the region's water resources.

A State Engineer's internal 2002 report for the Estancia Underground Water Basin reflected that portions of the basin are experiencing large rates of water level decline.

In February, 2016, the SWCA Environmental Consultants Environmental Report reported that several action-oriented community groups have been formed to prevent the exportation of water out of the basin. Those groups and the public at large contribute significantly to EMWT's passionate, diligent pursuit of its goals.



# Infrastructure Capital Improvement Plan FY 2018-2022

## EMWT Regional Water Association Project Summary

ID	Year	Rank	Project Title	Category	Funded to date	2018	2019	2020	2021	2022	Total Project Cost	Amount Not Yet Funded	Phases?					
31952	2018	001	McIntosh Drinking Water Dispensing Station	Water Supply	0	899,244	0	0	0	0	899,244	899,244	No					
31982	2019	002	McIntosh Drinking Water Distrib System	Water Supply	0	0	1,519,738	4,689,995	0	0	6,209,733	6,209,733	Yes					
31985	2020	003	NM Hwy 41 Corridor Drinking Water Distribution Sys	Water Supply	0	0	0	6,484,846	3,783,280	16,166,135	26,434,260	26,434,260	Yes					
31986	2021	004	Edgewood, Moriarty & Stanley Water Dist System	Water Supply	0	0	0	0	8,640,069	15,118,264	23,758,332	23,758,332	Yes					
31987	2022	005	East Mountain Water Distribution System	Water Supply	0	0	0	0	0	28,119,156	28,119,156	28,119,156	No					
31988	2022	006	Escabosa & Chilili Water Dist System	Water Supply	0	0	0	0	0	2,922,182	2,922,182	2,922,182	No					
Number of projects:			6															
Grand Totals			Funded to date:	0	Year 1:	899,244	Year 2:	1,519,738	Year 3:	11,174,841	Year 4:	12,423,349	Year 5:	62,325,736	Total Project Cost:	88,342,904	Total Not Yet Funded:	88,342,904

Thursday, June 16, 2016

EMWT Regional Water Association/ICIP 22212



## EMWT REGIONAL WATER ASSOCIATION

P.O. BOX 118 416 5th Street  
Estancia, NM 87016-0118

PHONE (505) 384-2369

FAX (505) 384-2234

[info@emwtwater.org](mailto:info@emwtwater.org)

- Revised Letter -

*Also submitted by EMAIL*

June 30, 2016

Clerk/Administrator Juan Torres

Town of Edgewood

P.O. Box 3610

Edgewood, NM 87015

[schavez@townofestancia.com](mailto:schavez@townofestancia.com)

Dear Mr. Torres,

This week, the EMWT Regional Water Association's Board of Directors submitted its first regional drinking water project to the Local Government Division of the NM Department of Finance in its FY2018-2022 Infrastructure Capital Improvement Plan (ICIP). The project has major regional planning implications and is attached for your reference.

The "**McIntosh Drinking Water Dispensing Station**" is the first step in actualizing a wide-ranging plan to protect the Estancia Valley Basin's precious closed groundwater and to distribute the water to those citizens that live in the Basin. Our goal is to lead the management of our water resources cooperatively with integrity and wisdom.

EMWT is ***not*** requesting funds from your entity at this time, but respectfully requests that this project be added as one of the **Town of Edgewood's** FY2018 ICIP top 10 projects; this ranking will greatly assist EMWT as it seeks funding for the project.

Please add and confirm the addition of this project *as an action item* to the July 20th 6:30 p.m. Public Hearing agenda for your council's consideration. Our representative will be at the meeting to answer any questions you or your council may have.

Sincerely,

Bobby Ortiz

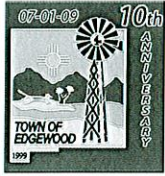
Chairman

[info@emwtwater.org](mailto:info@emwtwater.org)

c: Mayor John Bassett, [mayorbassett@edgewood-nm.gov](mailto:mayorbassett@edgewood-nm.gov)

Linda Holle, Deputy Clerk, [clerk@edgewood-nm.gov](mailto:clerk@edgewood-nm.gov)





Edgewood Police Department  
P.O. Box 3610  
Edgewood, NM 87015  
ph. 505.281.5717  
fax. 505.281.3869

Ron Crow  
Chief of Police

---

To: Mayor and Council

From: Chief Ron Crow *RC*

Subject: June 2016 Monthly Report

I have attached the June 2016 Monthly report for your review. During the month of June the Police Dept. had 635 Dispatch Activities of which 213 were from SF Regional Dispatch and 422 Self-Initiated, 175 Traffic Stops, issued 87 Traffic Citations, took 32 Offense Reports, 9 Crash Reports, and made 10 arrests.

The Animal Control Division had 50 Dispatch Activities of which 35 were from the SF Regional Dispatch and 15 Self-Initiated. They took in 22 animals, adopted 10 and transferred 3 to other agencies and had 0 reclaimed. Volunteers donated 73 hours during the month.

The Spay Neuter Clinic that was held June 17th 2016 non-residents had 25 canines and felines spay/neutered. On June 18<sup>th</sup> the Residents of the Town of Edgewood had 23 Canines and 2 Felines spayed/neutered.

**EDGEWOOD POLICE DEPARTMENT**  
**# 18 MUNICIPAL WAY**

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 1  
Agency : EPD

**Calls For Service Totals By Call Type**

06/01/2016 to 06/30/2016

Call Type	Totals
1033 1033	3
415 Disturbance	5
911 9-1-1 Hangup	1
ACCINJ Accident with Injuries	3
ACCPD Accident Property Damage Only	10
ALARMBU Alarm Business	11
ANIMAL Animal Complaint	26
AOA Assist Other Agency	1
ARL Animal Running at Large	8
ASSAC Assisted Animal Control	2
ASSAMB Assist Ambulance	12
ASSBCSO Assist Bernalillo County	1
ASSFCS Assist Santa Fe County	10
ASSMOTO Assist Motorist	2
ASTOCO Assist Torrance County	1
ATVCOM ATV Complaint	1
AUTOB Auto Burglary	1
AUTOTH Auto Theft	1
BITE Animal Bite	1
BURGB Burglary Business	1
CIVIL Civil Dispute	1
CIVSTAND Civil Standby	2
CKWEL Check Welfare	15
CORD Careless or Reckless Driver	24
DIST Disturbance	5
DOM Domestic Problem	6
DWI DWI	1
FOLLOW Follow-up	2
FRAUD Fraud	3
HARRASS Harrassment	1
LOST/FOU Animal Lost or Found	1
MISC Miscellaneous	7
RNWAY Runaway	1
SEX Sexual Assault	1
SHOPLIFT Shoplifting	9
SUSPP Suspicious Person	7
SUSPV Suspicious Vehicle	9
THEFT Theft	5



**EDGEWOOD POLICE DEPARTMENT**  
**# 18 MUNICIPAL WAY**

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 2  
Agency : EPD

**Calls For Service Totals By Call Type**

06/01/2016 to 06/30/2016

Call Type		Totals
THREAT	Threats	1
TRFCNT	Traffic Control	1
WARRANT	Warrant Arrest	2
Grand Total for all calls		205

# EDGEWOOD POLICE DEPARTMENT

## # 18 MUNICIPAL WAY

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 1  
Agency : EPD

### Calls For Service Totals By Call Type in Beat

06/01/2016 to 06/30/2016

Call Type		Totals
Beat 01		
415	Disturbance	1
911	9-1-1 Hangup	1
ACCINJ	Accident with Injuries	1
ACCPD	Accident Property Damage Only	2
ALARMBU	Alarm Business	5
ANIMAL	Animal Complaint	7
ASSAC	Assisted Animal Control	2
ASSAMB	Assist Ambulance	3
ASSBCSO	Assist Bernalillo County	1
ASSFCS	Assist Santa Fe County	3
ASTOCO	Assist Torrance County	1
ATVCOM	ATV Complaint	1
BURGB	Burglary Business	1
CKWEL	Check Welfare	7
CORD	Careless or Reckless Driver	11
DIST	Disturbance	1
FRAUD	Fraud	1
MISC	Miscellaneous	1
SUSPV	Suspicious Vehicle	3
THEFT	Theft	1
Beat 01	Total for Beat	54



# EDGEWOOD POLICE DEPARTMENT

## # 18 MUNICIPAL WAY

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 2  
Agency : EPD

### Calls For Service Totals By Call Type in Beat

06/01/2016 to 06/30/2016

Call Type		Totals
Beat	02	
1033	Alarm	1
415	Disturbance	3
ACCINJ	Accident with Injuries	2
ACCPD	Accident Property Damage Only	8
ALARMBU	Alarm Business	6
ANIMAL	Animal Complaint	14
ARL	Animal Running at Large	5
ASSAMB	Assist Ambulance	4
ASSFCS	Assist Santa Fe County	2
ASSMOTO	Assist Motorist	2
AUTOB	Auto Burglary	1
AUTOTH	Auto Theft	1
CIVIL	Civil Dispute	1
CIVSTAND	Civil Standby	2
CKWEL	Check Welfare	6
CORD	Careless or Reckless Driver	13
DIST	Disturbance	4
DOM	Domestic Problem	6
DWI	DWI	1
FOLLOW	Follow-up	1
FRAUD	Fraud	1
MISC	Miscellaneous	5
SHOPLIFT	Shoplifting	9
SUSPP	Suspicious Person	5
SUSPV	Suspicious Vehicle	5
THEFT	Theft	2
THREAT	Threats	1
TRFCNT	Traffic Control	1
WARRANT	Warrant Arrest	2
Beat	02	Total for Beat
		114

**EDGEWOOD POLICE DEPARTMENT****# 18 MUNICIPAL WAY**

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 3  
Agency : EPD

**Calls For Service Totals By Call Type in Beat**

06/01/2016 to 06/30/2016

Call Type		Totals
<hr/>		
Beat	03	
1033	Alarm	2
415	Disturbance	1
ANIMAL	Animal Complaint	4
ARL	Animal Running at Large	2
ASSAMB	Assist Ambulance	4
ASSFCS	Assist Santa Fe County	2
BITE	Animal Bite	1
CKWEL	Check Welfare	1
FRAUD	Fraud	1
HARRASS	Harrassment	1
LOST/FOU	Animal Lost or Found	1
MISC	Miscellaneous	1
RNWAY	Runaway	1
SEX	Sexual Assault	1
SUSPP	Suspicious Person	2
THEFT	Theft	1
<hr/>		
Beat	03	
Total for Beat		26



**EDGEWOOD POLICE DEPARTMENT**  
**# 18 MUNICIPAL WAY**

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 4  
Agency : EPD

**Calls For Service Totals By Call Type in Beat**

06/01/2016 to 06/30/2016

Call Type		Totals
<hr/>		
Beat 04		
ANIMAL	Animal Complaint	1
AOA	Assist Other Agency	1
ARL	Animal Running at Large	1
ASSAMB	Assist Ambulance	1
ASSFCS	Assist Santa Fe County	3
CKWEL	Check Welfare	1
FOLLOW	Follow-up	1
SUSPV	Suspicious Vehicle	1
THEFT	Theft	1
<hr/>		
Beat 04	Total for Beat	11
<hr/>		
Grand Total for all calls		205

# EDGEWOOD POLICE DEPARTMENT

**P.O. BOX 3610**

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 1  
Agency : EPD

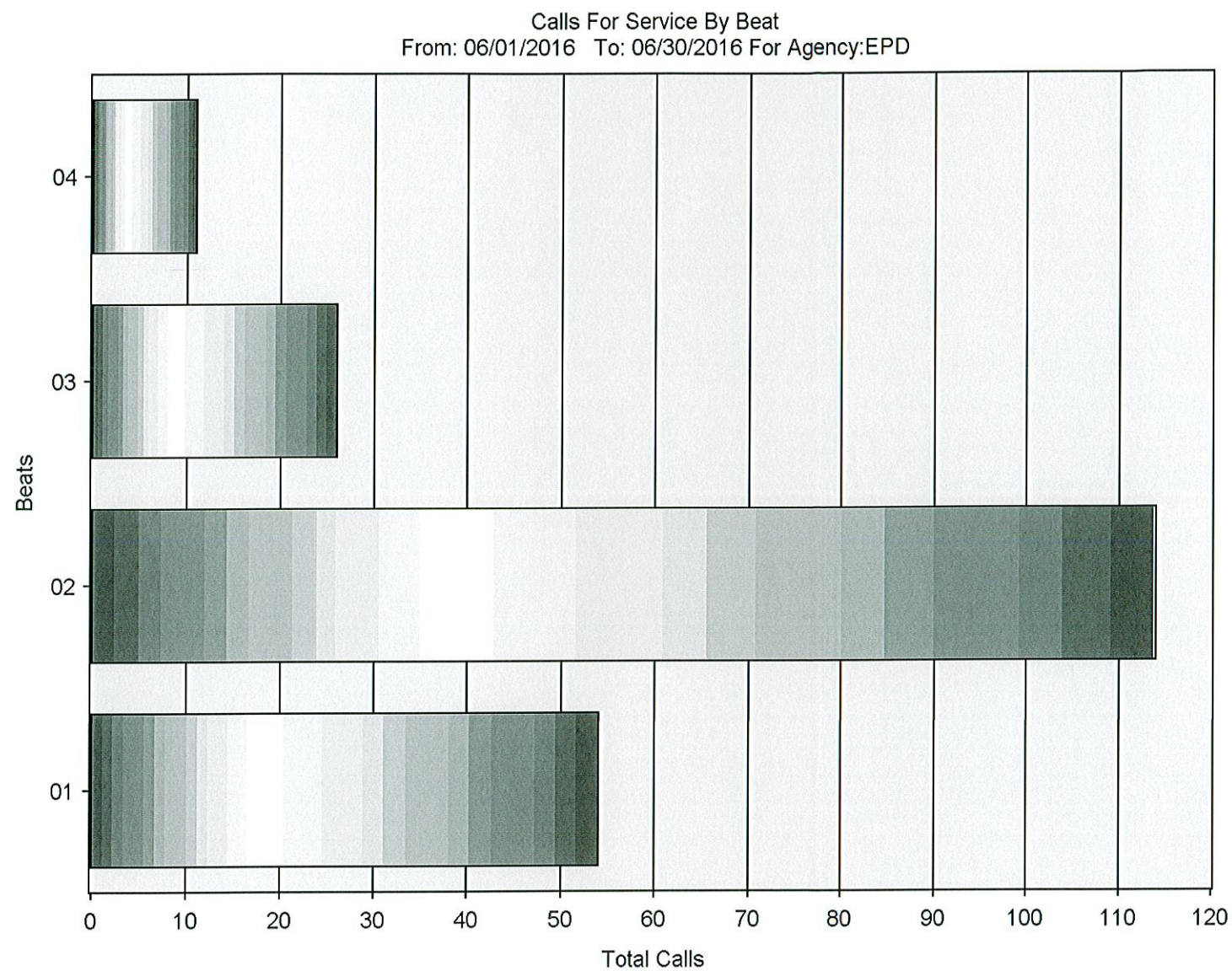
## Calls For Service Totals By Beat

06/01/2016 to 06/30/2016

Beat	Description	# Calls For Service	% Calls
01	Beat #1	54	26.34 %
02	Beat #2	114	55.61 %
03	Beat #3	26	12.68 %
04	Beat #4	11	5.37 %
Total Calls For Service		205	



EDGEWOOD POLICE DEPARTMENT  
# 18 MUNICIPAL WAY



# EDGEWOOD POLICE DEPARTMENT

## # 18 MUNICIPAL WAY

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 1  
Agency : EPD

### Calls For Service By Time of Day / Day of Week

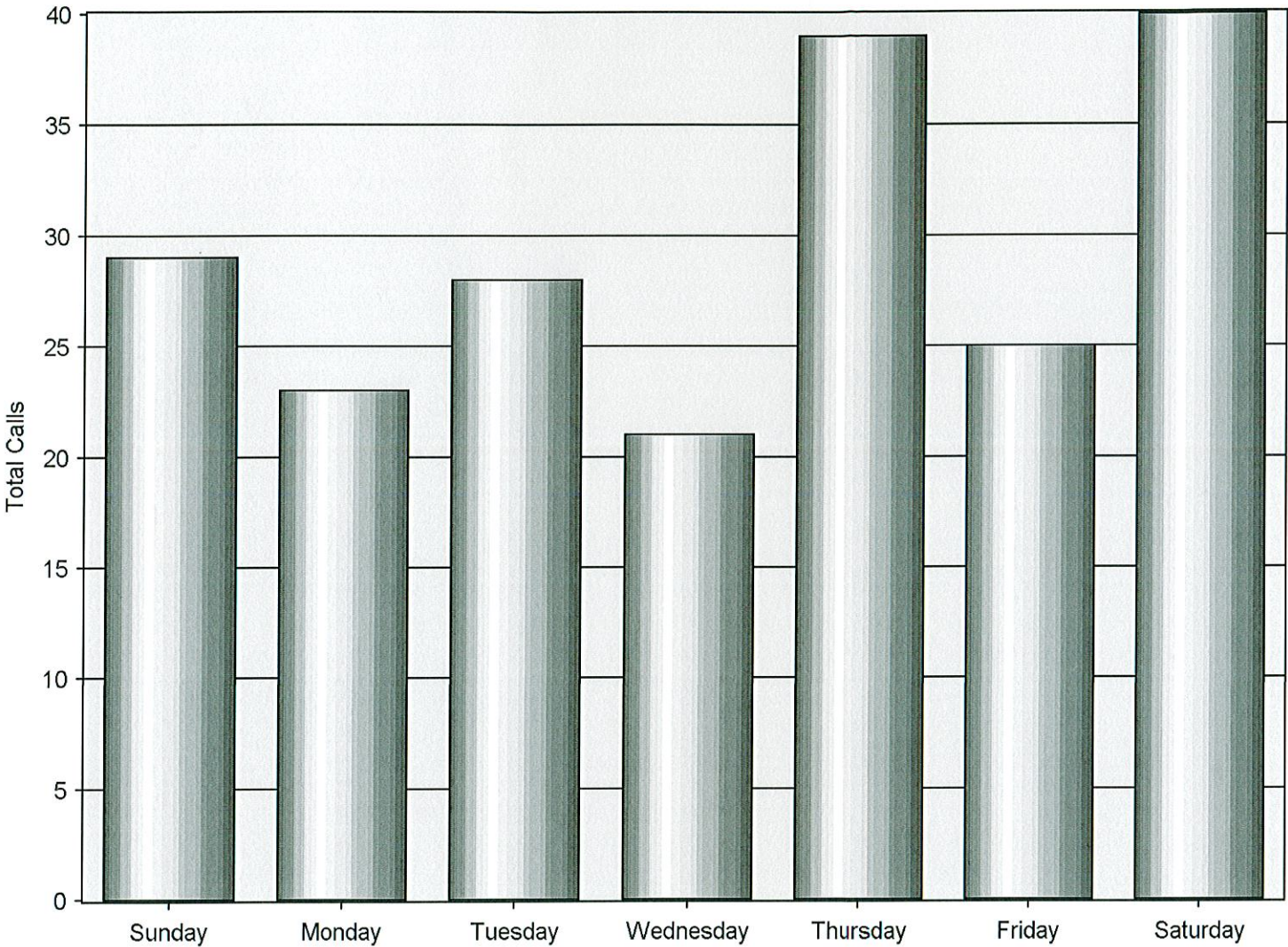
06/01/2016... to 06/30/2016...

Time of Day / Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0000 - 0059 Hrs	1	1	0	0	0	1	1	4
0100 - 0159 Hrs	1	1	0	0	1	0	1	4
0200 - 0259 Hrs	1	2	1	2	0	0	1	7
0300 - 0359 Hrs	0	0	1	0	0	0	0	1
0400 - 0459 Hrs	1	0	0	1	0	0	1	3
0500 - 0559 Hrs	2	0	0	2	0	0	0	4
0600 - 0659 Hrs	0	0	1	0	0	0	0	1
0700 - 0759 Hrs	2	0	1	0	0	1	0	4
0800 - 0859 Hrs	2	1	0	0	3	1	2	9
0900 - 0959 Hrs	2	1	1	0	1	1	2	8
1000 - 1059 Hrs	2	1	1	2	2	0	0	8
1100 - 1159 Hrs	2	4	1	1	1	1	1	11
1200 - 1259 Hrs	1	1	6	4	4	1	6	23
1300 - 1359 Hrs	0	1	1	1	4	2	3	12
1400 - 1459 Hrs	0	1	1	0	3	2	4	11
1500 - 1559 Hrs	0	1	2	2	0	0	1	6
1600 - 1659 Hrs	3	2	0	1	2	1	4	13
1700 - 1759 Hrs	1	0	3	1	4	1	4	14
1800 - 1859 Hrs	2	3	3	0	1	1	3	13
1900 - 1959 Hrs	1	1	0	2	4	2	2	12
2000 - 2059 Hrs	1	1	1	1	2	0	2	8
2100 - 2159 Hrs	1	1	0	0	3	5	1	11
2200 - 2259 Hrs	3	0	1	1	3	2	0	10
2300 - 2359 Hrs	0	0	3	0	1	3	1	8
Total	29	23	28	21	39	25	40	205



**EDGEWOOD POLICE DEPARTMENT**  
**# 18 MUNICIPAL WAY**

Calls For Service By Day of Week  
From: 06/01/2016 To: 06/30/2016 For Agency:EPD



# EDGEWOOD POLICE DEPARTMENT

## # 18 MUNICIPAL WAY

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 1  
Agency : EPD

### Incident Primary Offense Totals By Beat

06/01/2016 to 06/30/2016

Beat: 01 Beat #1

Offense	Total Incidents
30-16-3 BURGLARY	1
30-16-6 FRAUD	1
POLICE INFO POLICE INFO	1

Beat: 02 Beat #2

Offense	Total Incidents
30-16-1 LARCENY	1
30-16-20 SHOPLIFTING	5
30-16-24.1 THEFT OF IDENTITY	1
30-16-3 BURGLARY	2
30-16-6 FRAUD	2
30-22-24 BATTERY ON PEACE OFFICER	1
30-22-4 HARBORING OR AIDING FELON	1
31-4-14 ARREST WITH A WARRANT	1
31-4-2 FUGITIVES FROM JUSTICE; DUTY OF GOVERNOR	1
66-3-504 UNLAWFUL TAKING OF A VEHICLE OR MOTOR...	2
66-5-39 DRIVING ON SUSPENDED OR REVOKED	1
66-8-102 DRIVING UNDER THE INFLUENCE (D.W.I.)	2
POLICE INFO POLICE INFO	4
WARRANT-Magistrate Warrant Magistrate Court	1
WARRANT-Municipal Warrant Municipal	1

Beat: 03 Beat #3

Offense	Total Incidents
30-9-13 CRIMINAL SEXUAL CONTACT OF A MINOR	1
POLICE INFO POLICE INFO	1
RUNAWAY RUNAWAY	1

Beat: 04 Beat #4

Offense	Total Incidents
30-16-1 LARCENY	1



**EDGEWOOD POLICE DEPARTMENT**  
**# 18 MUNICIPAL WAY**

P.O. BOX 3610  
EDGEWOOD, NM 87015

Date : 07/12/2016  
Page : 1  
Agency : EPD

**Total Incidents By Beat**

06/01/2016 to 06/30/2016

Beat	Total Incidents
01	3
02	26
03	3
04	1

**EDGEWOOD POLICE DEPARTMENT**  
**# 18 MUNICIPAL WAY**

P.O. BOX 3610  
EDGEWOOD, NM 87015

07/12/2016

Page : 1

**Arrest & Booking by Date**

06/01/2016 to 06/30/2016

Date	Name	DOB	Charge	Type / Level	Officer
06/02/2016	HURLEY, LELA	12/02/1971	30-22-4	On View Felony	CG8
06/02/2016	HURLEY, LELA	12/02/1971	30-22-1	On View Misd.	CG8
06/02/2016	SCHOLLMEIER, DAVID	10/31/1958	31-4-2	Felony	SU409
06/02/2016	SCHOLLMEIER, DAVID	10/31/1958	30-22-1	Misd.	SU409
06/02/2016	SCHOLLMEIER, DAVID	10/31/1958	30-31-25.1	Unk	SU409
06/03/2016	BLONS, MARTIN	09/03/1957	WARRANT-...	Warrant Misd.	AW6
06/08/2016	DUKES, TRAVIS	03/05/1981	30-16-20	Citati... Misd.	JH407
06/14/2016	ADCOCK, KEVIN J	06/13/1962	66-8-102	On View Misd.	CG8
06/14/2016	ADCOCK, KEVIN J	06/13/1962	66-8-102	On View Misd.	CG8
06/16/2016	BAXTER, JOSHUA SCOTT	02/01/1976	31-4-14	Unk	JK2
06/23/2016	ULIBARRI, LEANN	10/24/1984	30-16-20	Citati... Misd.	CG8
06/25/2016	HAYNES, BRANDON	12/30/1991	WARRANT-Municipal	Warrant Infra...	SU409
06/28/2016	JURADO, DARLA	01/20/1974	30-22-24	On View Felony	JH407
06/29/2016	VIGIL, EILEEN	01/29/1952	66-5-39	Misd.	CG8



## Town of Edgewood

### Animal Control Department      Council Report for June 2016

#### Animals cared for in June

<u>Animals from May</u>	<u>9</u>
<u>Owner Surrendered</u>	<u>10</u>
<u>Stray dog (s)</u>	<u>7</u>
<u>Wildlife</u>	<u>4</u>
<u>Stray cats(s)</u>	<u>1</u>
<u>Monthly Holding End</u>	<u>12</u>

#### Animal Dispositions

<u>Reclaimed</u>	<u>0</u>
<u>Adopted</u>	<u>10</u>
<u>Transferred</u>	<u>3</u>
<u>Protective Custody</u>	<u>2</u>
<u>RTW</u>	<u>3</u>
<u>Euthanized</u>	<u>0</u>
<u>DOA</u>	<u>1</u>
<u>Foster</u>	<u>5</u>

<u>Canine Adoption</u>	<u>3=\$225.00</u>
<u>Feline Adoption</u>	<u>2=\$130.00</u>
<u>Animal Reclaim(s)</u>	<u>0=\$.00</u>
<u>License Fees</u>	<u>\$25.00</u>
<u>Microchip</u>	<u>7=\$140.00</u>

#### Licenses Purchased in June

<u>1 Yr Sterile</u>	<u>3 @ \$3.00=\$9.00</u>
<u>3 Yr Sterile</u>	<u>2 @ \$8.00=\$16.00</u>
<u>License Total</u>	<u>\$25.00</u>

Total      \$520.00

#### June 17<sup>th</sup> – 18<sup>th</sup> Spay Neuter Clinic

Non-Residents	June 17 <sup>th</sup>	25 Surgeries	
Edgewood Residents	June 18 <sup>th</sup>	25 Surgeries	11 Canines + 1 Feline Spayed
			12 Canines + 1 Feline Neutered

# SUMMARY OF LOW COST MOBILE SPAY NEUTER CLINIC

**June 17 and 18, 2016**  
**Edgewood Community Center**  
**Edgewood, New Mexico**

The Friends of Estancia Valley Animals and Town of Edgewood hosted mobile spay-neuter clinic held June 17<sup>th</sup> and 18<sup>th</sup> was a great success. The Santa Fe Animal Shelter and Humane Society Mobile Clinic arrived the morning of Friday, June 17<sup>th</sup>. Pre-scheduled clients were lined up and waiting with their pets. Town of Edgewood Animal Advisory Board members and clinic volunteers Susan Simons, Debbie Stack, Faye Neilson, Diana Honest, and Celia Cook were on site both days between the hours of 7 a.m. to 5 p.m. to check clients in, collect fees, help clients with their pets, answer questions, assist the van staff, wash instruments, prep e-collars and syringes, clean cages, and help return animals to their owners at the end of the day.



On Friday nine dogs and two cats were spayed, and fourteen dogs were neutered for a total of 25 surgeries. There were no problems reported for any of the surgeries.

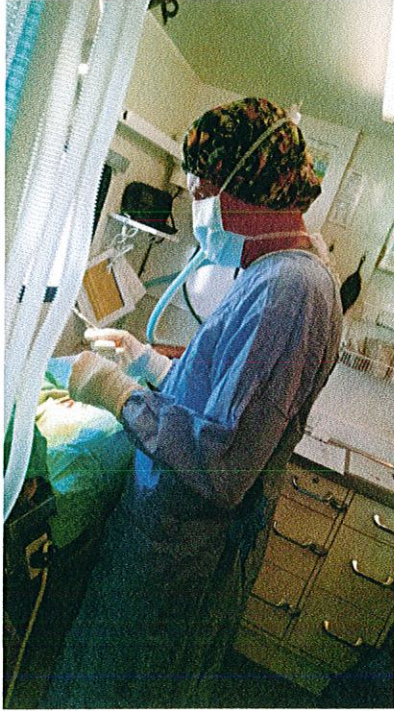
On Saturday, the day designated for Town of Edgewood residents, eleven dogs and one cat were spayed, and twelve dogs and one cat were neutered for a total of 25 surgeries. There were no problems reported for any of the Saturday surgeries either.

Multiple animals received vaccines, some were walk in, but most were pre-scheduled clients.

In all, 50 companion animals were spayed and neutered during the two day clinic. Clients at the clinic repeatedly voiced their thanks at having a local, low cost option to have their pets spayed and neutered.

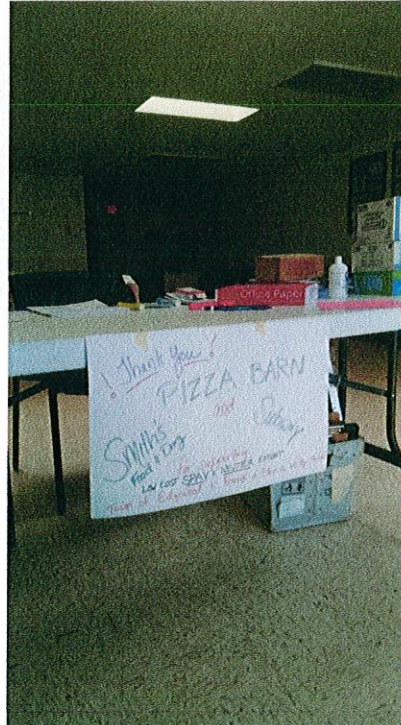
Approximately twelve people were placed on a waiting list for the next clinic. Friends of Estancia Valley Animals hopes to continue to bring the mobile clinic to Edgewood on a regular basis to serve the needs of east mountain citizens and their pets.





We would like to give a special thanks to our local Pizza Barn, Smiths, and Subway for providing lunch, cookies, donuts, and drinks for the van staff and the volunteers during the two day clinic.

As a final note, we would like to thank officers Mike Ring and Tim Dvorak of our new Edgewood Animal Shelter for their support in scheduling, providing advice and client support, and providing towels for the clinic.



**TOWN OF EDGEWOOD  
RESOLUTION NO. 2016-11  
A BUDGET RESOLUTION AUTHORIZING BUDGET ADJUSTMENTS**

**WHEREAS**, the Town of Edgewood meeting in Regular Session on the 20<sup>th</sup> day of July, 2016 at the Town Hall at 6:30 pm., as per law.

**WHEREAS**, the need for a budget adjustment has developed due to YTD actual

**NOW, THEREFORE BE IT RESOLVED**; that the budget be amended as follows:

**GENERAL FUND:**

	<u>Current Budget</u>	<u>Decrease</u>	<u>Increase</u>	<u>Adjusted Budget</u>
<b><u>Impact Fee</u></b>	373,898.00	-	1,912.00	375,810.00
<b><u>Net Effect Increase/(Decrease)</u></b>				\$ 1,912.22

**Capital Projects Fund:**

	<u>Current Budget</u>	<u>Decrease</u>	<u>Increase</u>	<u>Adjusted Budget</u>
<b><u>GO Bond</u></b>	255,820.00	-	12,485.00	268,305.00
<b><u>Net Effect Increase/(Decrease)</u></b>				\$ 12,485.00

**PASSED, APPROVED AND ADOPTED** this 20<sup>th</sup> day of July, 2016.

\_\_\_\_\_  
John Bassett, Mayor

**ATTEST:**

\_\_\_\_\_  
Juan Torres, Clerk-Treasurer



**BUDGET RESOLUTION NO. 2016-12**

**A BUDGET RESOLUTION APPROVING THE FOURTH QUARTER FINANCIAL  
REPORT FOR FISCAL YEAR 2015-2016**

**WHEREAS,** the Governing Body in and for the Town of Edgewood, State of New Mexico has developed a budget for fiscal year 2015 – 2016; and

**WHEREAS,** the final quarterly report has been reviewed and approved to ensure the accuracy of the beginning balances used on the FY 2016 budget; and

**WHEREAS,** it is hereby certified that the contents in this report are true and correct to the best of our knowledge and that this report depicts all funds for fiscal year 2016

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Governing Body of the Town of Edgewood, State of New Mexico hereby approves the final quarterly report for FY 2016 hereinafter described as Attachment “A” and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

**PASSED, APPROVED and ADOPTED this 20<sup>th</sup> day of July, 2016.**

---

John Bassett, Mayor

**ATTEST:**

---

Juan Torres, Clerk/Treasurer

**RESOLUTION NO. 2016-13**

**A RESOLUTION ADOPTING THE TOWN OF EDGEWOOD FINAL BUDGET FOR  
FISCAL YEAR 2016-2017.**

**WHEREAS:** The Town of Edgewood Governing Body has complied with the requirements set forth by the State of New Mexico Department of Finance & Administration for the submission of the Interim Budget, and received approval June 22, 2016.

**WHEREAS:** The Town of Edgewood Governing Body seeks approval and certification by the State of New Mexico Department of Finance & Administration for the Final Budget for fiscal year 2016-2017.

**NOW, THEREFORE BE IT RESOLVED** that the Town of Edgewood Governing Body hereby meets the requirement of conducting a Public Hearing for its citizens on this date.

**PASSED, APPROVED and ADOPTED this 20<sup>th</sup> day of July, 2016.**

---

John Bassett, Mayor

**ATTEST:**

---

Juan Torres, Clerk/Treasurer



## **PROFESSIONAL SERVICES AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES**

This Agreement made and entered into the 1st day of July 2016 by and between THE TOWN OF EDGEWOOD, NEW MEXICO, a municipal corporation (the "Town") and the ESTANCIA VALLEY ECONOMIC DEVELOPMENT ASSOCIATION, a nonprofit New Mexico Corporation ("EVEDA"). The purpose of this Agreement is to establish a EVEDA as a contractor to provide professional services for economic development for the Town.

WHEREAS, the Town desires to foster the economic development of the Town for the purpose of providing employment opportunities and economic stability for its residents by making reasonable efforts to attract, retain and expand business and commercial enterprises within the Town or its immediate vicinity;

WHEREAS, the Town is in need of professional services to perform economic development activities necessary to attract, retain and expand business and commercial enterprises within the Town or its immediate vicinity;

WHEREAS, the Town has adopted Ordinance No. 2003-14 (the "Ordinance") as authorized by the Local Economic Development Act, NMSA 1978, §§ 5-10-1 through 5-10-13, ("LEDA") to conduct economic development;

WHEREAS, EVEDA is a certified regional economic development agency that is qualified to provide economic development services;

WHEREAS, the Town desires to contract with EVEDA to perform economic development services authorized by the Ordinance and LEDA;

NOW, THEREFORE, for and in consideration of the premises and mutual obligations herein, the parties agree as follows:

I. **SCOPE OF SERVICES.** EVEDA shall, through its own staff or its consultants, provide economic development services to the Town as follows:

A. **REVIEW, EVALUATION AND PRESENTATION OF ECONOMIC DEVELOPMENT PROJECT APPLICATIONS.** EVEDA shall:

1. Review applications for proposed economic development projects, including applications for industrial revenue bonds, within the Town;
2. Evaluate proposed economic development projects against the criteria established in the Ordinance and LEDA;
3. Present proposed economic development projects to the Town Council;
4. Recommend a proposed action to the Town Council regarding proposed economic development projects; and

5. Not enter into negotiations with any economic development project as a representative or on the behalf of the Town without formal consent of the Town.

B. RECRUITMENT OF ECONOMIC DEVELOPMENT PROJECTS. EVEDA shall work with the New Mexico Economic Development Department (NMEDD), governmental entities at the local, state and federal level, elected officials, economic development agencies, business organizations, and educational institutions to identify and recruit:

1. Businesses and enterprises to the Town and its vicinity which would create new employment opportunities to residents of the Town;
2. Businesses and enterprises within the Town and its vicinity that are candidates for expansion which would increase employment opportunities to residents of the Town; and
3. Businesses and enterprises within the Town and its vicinity that may require economic development assistance in order to retain existing employment opportunities to residents of the Town.

C. PLANNING. EVEDA shall:

1. Propose, from time to time, Town economic development incentive policies;
2. Serve as a resource for economic development information, data and issues, to the Town and the public and to provide current information and materials to the public; and
3. Allow an appointee of the Town to sit as an ex-officio member to the Board of Directors of EVEDA.
4. REPORTS. A minimum of once during the term and additionally upon the Town's request, EVEDA shall prepare and present in person a written comprehensive report to the Town of EVEDA's activities related to this contract, including a summary of economic development project applications reviewed and a summary of economic development recruitment prospects.
5. EVEDA will permit authorized representatives of the Town to inspect EVEDA's books and records upon reasonable notice, during ordinary business hours. During the term of this contract and thereafter until the Town's annual audit of the fiscal year, EVEDA will also cooperate with the Town's designated auditor in any reasonable manner.

II. COMPENSATION AND METHOD OF PAYMENT. In consideration of the performance by EVEDA, the Town shall pay EVEDA the amount of \$ 10,000.00. Payable on July 1, 2016 in the amount of \$10,000.00. This contract is for the period beginning July 1, 2016 and ending June 30, 2017.



III. **TERM.** The effective date of this contract is July 1, 2016, and this contract shall expire on June 30, 2017. Activities conducted by EVEDA since the effective date of this contract, but before the date of the expiration of this contract, shall be deemed to have been performed by EVEDA in compliance with this contract.

IV. **CONFLICT OF INTEREST.** No officer or employee of the Town or member of the Town Council, and no employee of EVEDA, or member of EVEDA's Board of Directors, and no person who exercises any functions or responsibilities, in the review or approval of the undertaking or the carrying out of this agreement, shall participate in any decision relating to this agreement which is prohibited by law. Employees and members of EVEDA's Board of Directors shall disclose any conflict of interest with any economic development project or activity conducted by EVEDA on behalf of the Town.

V. **HOLD HARMLESS.** EVEDA and the Town, in pursuance of the services provided for herein shall use reasonable care to avoid damage or injury to persons or property and shall save and hold harmless each other of and from any and all damages, injuries and expenses caused by the negligence of EVEDA or the Town, their respective agents or employees, or by reason of the failure of EVEDA or the Town to comply with the provisions of this agreement. In no way shall this provision be construed as a waiver of any immunity available to the Town under New Mexico law.

VI. **EQUAL OPPORTUNITY.**

A. **Non-Discrimination.** EVEDA agrees that no person shall be excluded from, or denied the benefits of, or be subjected to discrimination under, any program or activity of EVEDA, on the grounds of race, religion, national origin, color, sex, physical handicap, political affiliation or age.

B. **Nonsegregated Facilities.** EVEDA certifies that all employee facilities under its control are provided in a manner that segregation, whether by habit, local custom, or otherwise, and whether on the basis of race, religion, color, handicap, age, sex, national origin or political affiliation, cannot occur. Further EVEDA certifies that it will not assign, or permit employees to perform services at any location under its control where facilities are segregated.

C. **Employment.** EVEDA will not discriminate against any employee or applicant for employment because of race, religion, color, handicap, age, sex, national origin or political affiliation; and will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, with regard to any of the same factors. Moreover, EVEDA will state, in all solicitation or advertisements for employees, that all qualified applicants will receive consideration for employment without regard to the factors listed above.

D. **COMPLIANCE WITH LAW.** EVEDA will at all times conduct itself in accordance with the laws of the United States, the State of New Mexico, and the Town of Edgewood.

VII. **RIGHT OF TERMINATION.** This agreement may be terminated by either party at any time after sixty (60) days notice in writing given to the opposite party. In the event of such

termination, the Town will have no obligation to make any additional payments as specified in Section II above.

- VIII. ENTIRE AGREEMENT. This Agreement represents the entire understanding between the parties and supersedes any prior agreements or understandings with respect to the subject matter of this Agreement. No verbal agreement of conversation with any officer, agent, or employee of the Town, either before, during, or after execution of this agreement, shall affect or modify any of the terms or obligations of this Agreement.
- IX. WAIVER OF BREACH. The waiver by either party of a breach or violation of any provision of his Agreement will not operate as or be construed as a waiver of any subsequent breach of this Agreement.
- X. COOPERATION AND DISPUTE RESOLUTION. The parties agree that they will maintain effective liaison and close cooperation. If a dispute arises related to the obligations or performance of either party under this Agreement, representatives of the parties will meet in good faith to resolve the dispute.
- XI. BINDING EFFECT. This Agreement is binding upon, and inures to the benefit of, the parties to this Agreement and their respective successors and assigns.
- XII. NOTICES. Any notice that will be given in accordance with this Agreement, will be deemed appropriate when sent by certified mail to the following:

Town Clerk  
Town of Edgewood  
PO Box 3610  
Edgewood, NM 87015

and

Executive Director  
EVEDA  
PO Box 3209  
Moriarty, NM 87035

- XIII. PENALTIES. The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
- XIV. APPROVAL REQUIRED: This Agreement shall not become effective or binding until signed by both parties.

IN WITNESS THEREOF this contract has been executed by the parties hereto in an original and one counterpart copy.



**THE TOWN OF EDGEWOOD**

\_\_\_\_\_  
Mayor  
(SEAL)

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

**ESTANCIA VALLEY ECONOMIC DEVELOPMENT ASSOCIATION, INC.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

(4) the posted speed limit in construction zones posted as double fine zones or other safety zones posted as double fine zones as designated by the municipality or highway and transportation department, provided that the posted speed limit be determined by an engineering study performed by the state highway and transportation department.

B. In every event, speed shall be so controlled as may be necessary:

(1) to avoid colliding with any person, vehicle or other conveyance on, or entering, the street;

(2) to comply with legal requirements as may be established by the municipality, the state highway department or the New Mexico state police, and the duty of all persons to use due care; and

(3) to protect workers in construction zones posted as double fine zones or other safety zones posted as double fine zones as designated by the municipality or highway and transportation department. (66-7-301 NMSA 1978)

#### 12-6-1.3 ESTABLISHMENT OF SPEED ZONES.

A. Whenever the administrator determines, upon the basis of an engineering survey and traffic investigation, that any speed limit permitted under state law or local ordinance is greater or less than is reasonable or safe under the conditions found to exist upon any part of a street within his jurisdiction, he may declare a speed limit for that part which is effective at times determined, when appropriate signs giving notice thereof are erected at the particular part of the street.

B. Alteration of speed limits on state highways by the administrator are not effective until approved by the state highway commission. (66-7-303 NMSA 1978)

C. The administrator shall adhere to and abide by all applicable state statutes in making his determination of speed limits in the municipality.

D. Whenever the administrator declares a speed limit, he shall submit a schedule of the speed limit to the police department, the municipal judge, the municipal clerk and the municipal attorney. (\*)

E. Speed zones may be marked by a sign containing a flashing yellow light and, when the light is in operation, the speed limit, instructions or regulations on the sign are in effect.

F. The provisions of Subsection A of this section shall not apply to changes of speed limit in construction zones authorized pursuant to 12-6-1.3 G through K of this section.

G. When construction, repair or reconstruction of any street or highway is being done, the administrator or other governmental authority with jurisdiction over that



Town of Edgewood Speed Studies and Proposed Speed Limits								
Date	Road Name	No. of Vehicles	Average Speed	85% speed	Current Speed	Proposed Speed	Proposed Change	
06/29/15	Calle Encantada	47.0	15.0	30.0	15.0	25.5	25.0	
06/30/15		55.0	15.0		15.0	25.5		
06/29/15	Epoch Drive	100.0	15.0	30.0	15.0	25.5	25.0	
06/29/15	Serrania North	55.0	15.0	30.0	15.0	25.5	25.0	
06/30/15		48.0	15.0		15.0	25.5		
06/29/15	Camino Drecho South	84.0	15.4	30.0	15.4	26.1	25.0	
06/30/15		85.0	15.0		15.0	25.5		
06/29/15	Hermosa Montana	59.0	22.1	30.0	22.1	33.9	30.0	
06/30/15		56.0	21.1		21.1	33.2		
06/29/15	Williams Ranch Road	224.0	26.0	30.0	26.0	44.5	35.0	
06/30/15		252.0	34.8		34.8	44.5		
06/29/15	East Venus Road	138.0	34.0	30.0	34.0	43.5	35.0	
06/30/15		145.0	33.8		33.8	43.2		
06/29/15	Plaza Loop Drive	441.0	15.1	30.0	15.1	25.6	25.0	
06/30/15		529.0	15.0		15.0	25.6		
06/29/15	Salida Del Sol Trail	52.0	16.8	30.0	16.8	28.5	25.0	
06/30/15		60.0	18.1		18.1	30.6		
06/29/15	El Prado	65.0	15.0	25.5			25.0	
06/30/15		62.0	15.0	25.5			25.0	
09/28/15 - 10/01/15	E. Frost Road Section A	3,479.0	49.0	40.0	49.0	64.0	45.0	
09/28/15 - 10/01/16	E. Frost Road Section B	4,027.0	49.0		49.0	58.0	45.0	



## Town of Edgewood

### Administrator

Position Class Code: 1001

Date Approved: 04/19/06

Revision Date: 07/01/09

**Position Purpose:** The Municipal Administrator's mission is to support the governing body in carrying out their duties and responsibilities to the ultimate benefit of the Town of Edgewood. To that end, the Municipal administrator is responsible for planning, organizing, directing, and coordinating the affairs of the Town.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serves as chief administrative officer of the Town; assists the governing body in planning, administering, and implementing the day-to-day activities of the municipal government.
- Develops and submits the annual budget, prepares supporting justification for presentation to the governing body, and advises the governing body on the on the financial status and needs of the Town; provides that adequate safeguards are implemented to protect the Town's funds including; overseeing, with the consent of the governing body, the investment of surplus funds to derive maximum return.
- Serves as Chief Personnel Officer; administers personnel matters and assesses employee performance, provides recommendations related to policies, pay, personnel appointments and terminations for governing body approval, and coordinates administration of employee benefits.
- Provides recommendations on all matters concerning the welfare of the Town, recommends municipal ordinances, rules, regulations and policies for the approval of the governing body, and ensures enforcement of all ordinances, rules, regulations, and policies enacted by the governing body.
- Serves as Town's public information officer; represents the Town regarding local, regional, state, and federal activities of concern to the Town.
- Serves as the Town procurement officer, responsible for compliance state procurement code, administers all contacts for outside services, coordinates all activities with consulting engineers and attorney, and makes all purchases.
- Attends all meetings of the governing body, unless excused by the mayor; serves as an ex-officio member of such boards, commissions, committees, and authorities as directed by the governing body.
- Performs other duties as assigned by the governing body.

### MINIMUM QUALIFICATIONS

#### Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.
- Knowledge of Government Finance Officers Association (GFOA) standards, recommended practices and policies.
- Knowledge of the fundamental principles of personnel management and supervision.



## **Administrator**

- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of Town of Edgewood Annual Budget, funding requirements and the Town budget and accounting system
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in interpreting and explaining codes, laws, regulations and policies.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying, establishing and implementing operational standards, policies, and procedures for the municipal operations.
- Skill in planning, organizing, developing and leading municipal staff to the achievement of organizational goals and priorities.
- Skill in operating a personal computer and software applications.

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Bachelor's Degree in Management, Accounting, Finance or related discipline.
- Five years of experience in financial and/or administrative operations.
- Two years of experience in supervision in a governmental environment.
- Preference will be given to candidates who can provide evidence demonstrating the capability of personally doing the work of other interoperating departments; i.e. grant research/applications and budget preparation.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in primarily in internal environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds.
- Work requires ability to speak, hear, touch, and see.

### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.





## Town of Edgewood

Administrator - Clerk  
Treasurer

Position Class Code: 1001

Date Approved: 4-19-06  
Revision Date:

**Position Purpose:** Under general direction from the Governing Body, manages and oversees the day-to-day municipal operation of Town including; maintains custody of all Town records, serves as Secretary to the governing body and Financial Controller for the Town, coordinates Town elections, manages purchasing, personnel management, employee benefits, and payroll; and represents the Town at the direction of the governing body.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serves as chief administrative officer of the Town; assists the governing body in planning, administering, and implementing the day-to-day activities of the municipal government.
- Oversees preparation of meeting minutes and agendas, maintains custody of all Town records; manages the election process in accordance with Town ordinances and in compliance with state rules and regulations.
- Develops and submits the annual budget, prepares supporting justification for presentation to the governing body, and advises the governing body on the on the financial status and needs of the Town; provides that adequate safeguards are implemented to protect the Town's funds including; overseeing, with the consent of the governing body, the investment of surplus funds to derive maximum return.
- Direct and supervise the work of municipal employees, reviews staff work for quality and completeness, and assesses employee performance, and provides related administrative approvals such as leave requests and time sheets, provides professional guidance.
- Serves as Personnel Officer; administers personnel matters, provides recommendations related to policies, pay, personnel appointments and terminations for governing body approval, and coordinates administration of employee benefits.
- Provides recommendations on all matters concerning the welfare of the Town, recommends municipal policies for the approval of the governing body, and enforces all ordinances, rules, regulations, and policies enacted by the governing body.
- Serves as Town's public information officer; represents the Town regarding local, regional, state, and federal activities of concern to the Town.
- Serves as the Town procurement officer, responsible for compliance state procurement code, administers all contracts for outside services, coordinates all activities with consulting engineers and attorney, and makes all purchases.
- Attends all meetings of the governing body, unless excused by the mayor; serves as an ex-officio member of such boards, commissions, committees, and authorities as directed by the governing body.
- Performs other duties as assigned by the governing body.

### MINIMUM QUALIFICATIONS

#### Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.



## **Clerk Treasurer**

- Knowledge of Government Finance Officers Association (GFOA) standards, recommended practices and policies.
- Knowledge of the fundamental principles of personnel management and supervision.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of Town of Edgewood Annual Budget, funding requirements and the Town budget and accounting system
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in interpreting and explaining codes, laws, regulations and policies.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying, establishing and implementing operational standards, policies, and procedures for the municipal operations.
- Skill in planning, organizing, developing and leading municipal staff to the achievement of organizational goals and priorities.
- Skill in operating a personal computer and software applications.

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Bachelor's Degree in Management, Accounting, Finance or related discipline.
- Five years of experience in financial and/or administrative operations.
- Two years of experience in supervision in a governmental environment.
- Possession of International Institute Municipal Clerks Certification or must obtain upon completion of eligibility requirements.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in primarily in internal environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds.
- Work requires ability to speak, hear, touch, and see.

### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.





## Town of Edgewood

Position Class Code: 1003

### Clerk Treasurer

Date Approved:

Revision Date:

**Position Purpose:** Under direction from the Town Administrator, maintains custody of all Town records, serves as Secretary to the Governing Body and Financial Controller for the Town, coordinates Town elections, assists with the management of day-to-day municipal operation of Town.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serves as the Secretary to the Governing Body including preparation of meeting minutes and agendas, maintains custody of all Town records in compliance with state rules and regulations.
- Manages and oversees the Town of Edgewood election process in accordance with related Town ordinances and laws of the State of New Mexico.
- Provides regular communication with the Elected Officials and other departments on financial matters.
- Serves as a technical resource and maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, governmental accounting regulations, and other related position responsibilities.
- Plans, organizes, and coordinates the preparation of Town budget and financial reports, ensures compliance with budget development and financial reporting requirements.
- Assists in the development of policies and procedures governing financial accounting, parks and recreation, planning and zoning, community development, purchasing, human resource management, and payroll.
- Provides for the general supervision of assigned Town administrative staff including planning priorities and setting work schedules.
- Reviews work of assigned staff for quality and completeness, and assesses employee performance, and provides related administrative approvals such as leave requests and time sheets, provides professional guidance.
- Performs other work-related assignments as required may perform duties of the Town Administrator during absence of the Administrator.

#### Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.
- Knowledge of Government Finance Officers Association (GFOA) standards, recommended practices and policies.
- Knowledge of the fundamental principles of personnel management and supervision.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of Town of Edgewood Annual Budget, funding requirements and the Town budget and accounting system
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in interpreting and explaining codes, laws, regulations and policies.



## **Clerk Treasurer**

- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying, establishing and implementing operational standards, policies, and procedures for the municipal operations.
- Skill in planning, organizing, developing and leading municipal staff to the achievement of organizational goals and priorities.
- Skill in operating a personal computer and software applications.

### **MINIMUM QUALIFICATIONS**

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Bachelor's Degree in Management, Accounting, Finance or related discipline.
- Five years of experience in financial and/or administrative operations.
- Two years of experience in supervision in a governmental environment.
- Possession of International Institute Municipal Clerks Certification or must obtain upon completion of eligibility requirements.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in primarily in internal environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds.
- Work requires ability to speak, hear, touch, and see.

### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.



## Town of Edgewood

Position Class Code: 1005

### Deputy Clerk

Date Approved: 11/18/15

Revision Date:

**Position Purpose:** Under limited supervision, assists the Clerk/Treasurer as custodian of Town records, as Secretary to the Governing Body, and with Town elections, may supervise the day-to-day activities of the administrative staff when assigned.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists the Clerk/Treasurer in the preparation of meeting minutes and agendas, with the maintenance of all Town records in compliance with state rules and regulations, and in the conduct of the election process.
- Assists with regular communication with the Elected Officials and other departments on financial matters.
- Serves as a technical resource and maintains current knowledge and skills related to position duties, including but not limited to, State laws rules and regulations, governmental accounting regulations, and other related position responsibilities.
- Assists with the preparation of Town budget and financial reports.
- Assists with the development of policies and procedures governing financial accounting, purchasing, human resource management, and payroll.
- Provides for the general supervision of assigned Town administrative staff including planning priorities and setting work schedules.
- Reviews staff work for quality and completeness, and assesses employee performance, and provides review and delegated administrative approvals such as leave requests and timesheets, provides professional guidance.
- Performs other work-related assignments as required, may perform the duties of the Clerk/Treasurer during the absence of the Clerk/Treasurer.

### MINIMUM QUALIFICATIONS

#### Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.
- Knowledge of Government Finance Officers Association (GFOA) standards, recommended practices and policies.
- Knowledge of fundamental principles of personnel management and supervision.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of Town of Edgewood Annual Budget, funding requirements and the Town budget and accounting system.
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in interpreting and explaining codes, laws, regulations and policies.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, Elected Officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.



## **Deputy Clerk**

- Skill in identifying, establishing and implementing operational standards, policies and procedures for the municipal operations.
- Skills in planning, organizing, developing and leading administrative staff to the achievement of organizational goals and priorities.
- Skill in operating a personal computer and software applications.

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Bachelor's Degree in Management, Accounting, Finance or related discipline.
- Three years of experience in financial and/or administrative operations.
- One year of experience in supervision in a governmental environment.
- International Institute Municipal Clerks Certification or must obtain upon completion of eligibility requirements.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed primarily in internal environments with possible exposure to inclement weather and varying temperatures.
- Work requires regular and punctual attendance as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting bending, kneeling, driving and lifting objects up to 10 pounds.

### **Equipment and Tools Utilized:**

- Special equipment includes computerized and conventional office equipment, and motorized vehicle.



## Town of Edgewood

### Planning and Zoning Administrator

Position Class Code: 1002

Date Approved: 11/18/15  
Revision Date:

**Position Purpose:** Under limited supervision, provides assistance to the Town Administrator and the Governing Body, coordinates development code compliance program including; community development, planning and zoning and code compliance, reviews construction plans and specifications, provides support and technical assistance to the Planning and Zoning (P&Z) Commission, and may acquire and assist with the administration of community development related grants,

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinates and administers the Town of Edgewood zoning ordinances, prepares agendas and packets for Planning and Zoning Commission, represents Planning and Zoning issues before the Planning and Zoning Commission and the Town Council.
- Reviews and conducts research related to land use plan amendments, recommends updates to Town plans and ordinances including the comprehensive plan, development plans, and zoning ordinances.
- Provides regular communication with the Elected Officials and other departments on grants, planning, zoning and code compliance matters.
- Reviews program related budget within the parameters approved by the Governing Body.
- Assists the public in Planning and Zoning matters, oversees issuance of building licenses and construction permits.
- Assists with overall planning function such as master development, transportation and communication, water and utility plans, provides technical assistance on issues relating to construction, development, annexation and zoning matters.
- Serves as a technical resource and maintains current knowledge and skills related to position duties including, but not limited to, State laws, rules and regulations, and other related position responsibilities.
- Assists in the development of policies and procedures governing planning and zoning, community development, and code compliance.
- Performs other work-related assignments as required.

#### Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of principles of planning and community development, development, zoning and land use ordinances.
- Knowledge of the fundamental principles of personnel management and supervision.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in reading, interpreting, understanding and applying New Mexico laws, regulations and administrative guidelines, related policies and procedures, applicable Federal rules and regulations, Town ordinances, policies and procedures.
- Skill in conducting research, interpreting and explaining codes, laws, regulations and policies.



## **Planning and Zoning Administrator**

- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in operating a personal computer and software applications.

### **MINIMUM QUALIFICATIONS**

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Associate's Degree in Engineering, Management, Planning, Community Development or related discipline.
- Three years of experience in municipal administration preferably in development review and/or code enforcement and administration..
- One year of experience in supervision in a governmental environment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 30 pounds.
- Work requires ability to speak, hear, touch, and see.

### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, and a motorized vehicle.



## Town of Edgewood

Position Class Code: 1204

### Code Compliance & Planning Assistant

Date Approved: 01/14/08

Revision Date:

**Position Purpose:** Under supervision direct supervision of the Community Planning & Development Department, provides. Greets the general public to receive and receive applications for various planning & zoning actions allowable under local land-use ordinances.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responds to land use complaints about potential ordinance violations, including periodically patrolling incorporated Town boundaries.
- Conducts field investigations of potential violations; gather evidence; interview property owners, witnesses and compare complaints with requirements of various ordinances.
- Coordinates investigative efforts with the appropriate Town of Edgewood management staff and/or other departments as necessary.
- Reviews and prepares cases for hearing or trial, with emphasis on the evidentiary and legal issues crucial to prosecution; testifies before court as needed.
- Maintains logs and records of contacts.
- Receives and responds to routine questions or information requests from the general public regarding community programs, services, policies, procedures or regulations; accepts applications and collects fees.
- Maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, procedures and practices, and other related position responsibilities.
- Serves as a receptionist by receiving and screening visitors and phone calls.
- Enters, verifies and retrieves data and prepares periodic or special reports; creates customized reports, spreadsheets and other documents.
- Prepares and updates a variety of records, forms and reports which may require mathematical calculations or the consolidation of information from several separate sources.
- Performs other work-related assignments as required.

#### Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Planning and Zoning ordinances, procedures and administrative requirements.
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Knowledge of the principles, practices and techniques of investigation.
- Knowledge of office administration principles, practices and terminology.
- Knowledge of modern office and records management practices, procedures and equipment.
- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of personal computer and software applications.
- Skill in interpreting and explaining codes, laws, regulations and policies.
- Skill in performing research and logically organizing information.
- Skill in performing mathematical calculations, data entry, proof reading, and filing.



## **Code Compliance & Planning Assistant**

- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in identifying, establishing and implementing operational standards, policies, and procedures for the municipal operations.
- Skill in operating a personal computer and software applications.

### **MINIMUM QUALIFICATIONS**

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may be substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Associate's Degree in Planning, Public Administration, law enforcement or related discipline.
- Three years of experience in inspection, law enforcement, land use, office and/or public administration, land development, or a related field.
- One year of experience in supervision in a governmental environment.
- Possession of a valid State of New Mexico Driver's license.
- Must be insurable.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance.
- Work requires attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 30 pounds.
- Work requires ability to speak, hear, touch, and see.

### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.

T O W N O F E D G E W O O D  
YEAR TO DATE TREASURERS REPORT  
AS OF: JUNE 30TH, 2016

	UNAUDITED BEGINNING CASH BALANCE	APPROVED BUDGET REVENUES	APPROVED BUDGET EXPENDITURE	YEAR TO DATE REVENUES	YEAR TO DATE EXPENDITURES	REVENUES NOT YET RECEIVED	EXPENDITURES NOT YET EXPENDED	YEAR TO DATE ENDING CASH BALANCE	BUDGETED ENDING CASH BALANCE
100-OPERATING FUND	441,750.20	2,564,854.00	2,033,342.00	2,599,462.68	2,472,530.66	0.00 (	6,189.84)	562,492.38	973,262.20
201-CORRECTION FUND	72,152.78	11,340.00	6,414.00	10,779.00	4,445.00	0.00	0.00	78,486.78	77,078.78
211-LAW ENFORCEMENT FUND	13,170.64	24,800.00	37,971.00	24,800.00	22,542.67	0.00	0.00	15,427.97 (	0.36)
213-LIBRARY FUND	0.00	20,209.53	224,336.00	212,965.72	212,967.23	0.00	1.51	0.00 (	204,126.47)
216-MUNICIPAL STREET FUND	0.00	497,024.00	608,552.68	528,990.59	533,058.78	0.00	4,068.19	0.00 (	111,528.68)
217-RECREATION FUND	16,609.60	72,664.00	99,399.00	41,395.00	54,595.87	0.00	91.10	3,499.83 (	10,125.40)
299-POLICE SP REVENUE FUND	0.00	701,031.00	1,159,399.41	1,093,223.34	1,092,153.20	0.00 (	1,070.14)	0.00 (	458,368.41)
225-ANIMAL SHELTER FUND	12,019.34	500.00	12,000.00	225.00	0.00	0.00	0.00	12,244.34	519.34
226-VETERANS MEMORIAL FUND	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
227-BUY A BRICK/PLAYGROUND	5,600.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	5,600.00	5,600.00
228-REVITALIZATION RT 66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-CAPITAL IMPROVEMENTS FUND	444,052.35	802,612.00	300,000.00	656,450.77	300,000.00	0.00	0.00	800,503.12	946,664.35
313-WIND TURBINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
399-CAPITAL PROJECTS FUND	( 328,733.71)	999,500.00	1,118,153.00	740,804.66	731,684.27	0.00	0.00 (	319,613.32)	447,386.71)
401-GO BOND DEBT SERVICE	205,928.55	284,621.00	226,461.00	253,042.80	226,458.76	0.00	0.00	232,512.59	264,088.55
403-RIP LOAN PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
503-WASTEWATER FUND	0.00	32,105.00	461,730.00	425,631.59	425,631.59	0.00	0.00	0.00 (	429,625.00)
700-CELL TOWER ESCROW FUND	28,202.69	22,000.00	43,640.00	39,000.00	4,511.50	0.00	0.00	62,691.19	6,562.69
701-RELIANT LAND SERVICES	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
SUBTOTAL	911,502.44	6,034,260.53	6,332,398.09	6,626,771.15	6,080,579.53	0.00 (	3,099.18)	1,454,594.88	613,364.88
101-NM STATE LGIP	483.50	0.00	0.00	0.05	483.55	0.00	0.00	0.00	483.50
106-WELLS FARGO CD FUND	250,449.17	600.00	0.00	527.86	600.72	0.00	0.00	250,376.31	251,049.17
107-BANK OF THE WEST CD FUND	5,758.91	0.00	0.00	1.07	0.00	0.00	0.00	5,759.98	5,758.91
600-IMPACT FEE ESCROW FUND	16,067.51	15,348.00	14,888.00	26,472.38	26,062.74	0.00	0.00	16,477.15	16,527.51
SUBTOTAL	272,759.09	15,948.00	14,888.00	27,001.36	27,147.01	0.00	0.00	272,613.44	273,819.09
GRAND TOTAL ALL FUNDS	1,184,261.53	6,050,208.53	6,347,286.09	6,653,772.51	6,107,726.54	0.00 (	3,099.18)	1,727,208.32	887,183.97



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A & M Transport LLC	6/08/16	removal of cattery	OPERATING FUND	Animal Control	350.00
				TOTAL:	350.00
A One Janitorial	6/01/16	drain sewer opener	OPERATING FUND	Finance/Administration	133.80
				TOTAL:	133.80
AAA Pumping Service, Inc.	6/01/16	handicap toilet rental	OPERATING FUND	Community Center	134.11
	6/27/16	handicap toilet rental	OPERATING FUND	Community Center	134.11
				TOTAL:	268.22
AFLAC	6/03/16	ACCIDENT PREMIUMS	OPERATING FUND	NON-DEPARTMENTAL	16.32
	6/03/16	ACCIDENT PREMIUMS	OPERATING FUND	NON-DEPARTMENTAL	16.32
	6/03/16	CANCER PREIMUMS	OPERATING FUND	NON-DEPARTMENTAL	11.12
	6/03/16	CANCER PREIMUMS	OPERATING FUND	NON-DEPARTMENTAL	11.12
	6/03/16	DISABILITY PREMIUMS	OPERATING FUND	NON-DEPARTMENTAL	11.56
	6/03/16	DISABILITY PREMIUMS	OPERATING FUND	NON-DEPARTMENTAL	11.56
	6/03/16	HOSPITAL INDEMNITY	OPERATING FUND	NON-DEPARTMENTAL	19.38
	6/03/16	HOSPITAL INDEMNITY	OPERATING FUND	NON-DEPARTMENTAL	19.38
	6/03/16	AFLAC SICK INDEMNITY	OPERATING FUND	NON-DEPARTMENTAL	18.78
	6/03/16	AFLAC SICK INDEMNITY	OPERATING FUND	NON-DEPARTMENTAL	18.78
	6/03/16	AFLAC SICK INDEMNITY	OPERATING FUND	NON-DEPARTMENTAL	18.78
	6/03/16	ACCIDENT PREMIUMS	LIBRARY FUND	NON-DEPARTMENTAL	4.86
	6/03/16	ACCIDENT PREMIUMS	LIBRARY FUND	NON-DEPARTMENTAL	4.86
	6/03/16	DISABILITY PREMIUMS	LIBRARY FUND	NON-DEPARTMENTAL	15.12
	6/03/16	DISABILITY PREMIUMS	LIBRARY FUND	NON-DEPARTMENTAL	15.12
	6/03/16	ACCIDENT PREMIUMS	POLICE SP REVENUE	NON-DEPARTMENTAL	43.20
	6/03/16	ACCIDENT PREMIUMS	POLICE SP REVENUE	NON-DEPARTMENTAL	43.20
	6/03/16	CANCER PREIMUMS	POLICE SP REVENUE	NON-DEPARTMENTAL	24.90
	6/03/16	CANCER PREIMUMS	POLICE SP REVENUE	NON-DEPARTMENTAL	24.90
	6/03/16	DISABILITY PREMIUMS	POLICE SP REVENUE	NON-DEPARTMENTAL	6.00
	6/03/16	DISABILITY PREMIUMS	POLICE SP REVENUE	NON-DEPARTMENTAL	6.00
				TOTAL:	361.26
Administrative Office of the Courts	6/02/16	monthly report fee	OPERATING FUND	Judicial	306.00
				TOTAL:	306.00
Albuquerque Asphalt, Inc.	6/17/16	Dinkle Phase III	CAPITAL PROJECTS F	MUNICIPAL STREETS	51,251.64
	6/08/16	construction and paving	CAPITAL PROJECTS F	MUNICIPAL STREETS	205,845.10
	6/21/16	Walker Road Reconstruction	CAPITAL PROJECTS F	WASTEWATER SYSTEM	21,839.07
				TOTAL:	278,935.81
Albuquerque Publishing Company	6/22/16	Engineering RFP	OPERATING FUND	Finance/Administration	39.62
				TOTAL:	39.62
Auto Zone, Inc.	6/08/16	vehicle maintenance	MUNICIPAL STREET F	MUNICIPAL STREETS	12.02
				TOTAL:	12.02
Bernalillo Tire Center	6/08/16	Tires Unit 3	POLICE SP REVENUE	PUBLIC SAFETY	638.14
				TOTAL:	638.14
Bohannon Huston	6/08/16	computer maintenance	OPERATING FUND	Finance/Administration	876.00
	6/22/16	battery Mayor laptop	OPERATING FUND	Finance/Administration	82.45
	6/08/16	computer maintenance	OPERATING FUND	Judicial	101.00
	6/17/16	Server warranty	OPERATING FUND	Judicial	412.00
	6/17/16	Tax	OPERATING FUND	Judicial	30.13
	6/08/16	computer maintenance	OPERATING FUND	Animal Control	101.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/08/16	computer maintenance	OPERATING FUND	Planning & Zoning	51.00
	6/08/16	computer maintenance	LIBRARY FUND	LIBRARY	774.00
	6/08/16	computer maintenance	MUNICIPAL STREET F	MUNICIPAL STREETS	51.00
	6/08/16	computer maintenance	RECREATION FUND	PARKS & RECREATION	101.00
	6/08/16	computer maintenance	POLICE SP REVENUE	PUBLIC SAFETY	774.75
	6/17/16	Server Warranty	POLICE SP REVENUE	PUBLIC SAFETY	412.00
	6/17/16	Tax	POLICE SP REVENUE	PUBLIC SAFETY	30.13
				TOTAL:	3,796.46
Boot Barn	6/17/16	shirt embroidery	MUNICIPAL STREET F	MUNICIPAL STREETS	70.00
				TOTAL:	70.00
CENTURYLINK	6/28/16	telephone bill	OPERATING FUND	Judicial	57.76
	6/15/16	telephone bill	MUNICIPAL STREET F	MUNICIPAL STREETS	198.27
	6/15/16	street lights	MUNICIPAL STREET F	MUNICIPAL STREETS	49.57
	6/15/16	lift statioin	WASTEWATER FUND	Ww Collection Line	49.57
	6/27/16	telephone bill	WASTEWATER FUND	Ww Collection Line	123.84
				TOTAL:	479.01
COBAN	6/08/16		LAW ENFORCEMENT FU	LAW ENFORCEMENT PROTEC	3,935.00
				TOTAL:	3,935.00
Central NM Electric Coop	6/21/16	electric bill	OPERATING FUND	Finance/Administration	214.37
	6/21/16	crew quarters	OPERATING FUND	Finance/Administration	35.36
	6/21/16	electric bill	OPERATING FUND	Animal Control	150.65
	6/21/16	electric bill	OPERATING FUND	Community Center	110.31
	6/21/16	traffic lights	MUNICIPAL STREET F	MUNICIPAL STREETS	1,343.83
	6/21/16	PW electric	MUNICIPAL STREET F	MUNICIPAL STREETS	15.75
	6/21/16	rec field/complex	RECREATION FUND	PARKS & RECREATION	15.90
	6/21/16	electric bill	POLICE SP REVENUE	PUBLIC SAFETY	204.12
	6/21/16	WWTP electric bill	WASTEWATER FUND	Ww Collection Line	2,616.71
	6/21/16	lift station	WASTEWATER FUND	Ww Collection Line	148.54
				TOTAL:	4,855.54
Central New Mexico Pumping, Inc.	6/15/16	handicap toilet rental	OPERATING FUND	Finance/Administration	145.80
				TOTAL:	145.80
City of Albuquerque	6/01/16	Benefit program 2016	OPERATING FUND	Finance/Administration	760.00
	6/01/16	Benefit program 2016	OPERATING FUND	Judicial	65.00
	6/01/16	Benefit program 2016	LIBRARY FUND	LIBRARY	21.00
	6/01/16	Benefit program 2016	MUNICIPAL STREET F	MUNICIPAL STREETS	200.00
	6/01/16	Benefit program 2016	POLICE SP REVENUE	PUBLIC SAFETY	174.00
				TOTAL:	1,220.00
Corwin Research & Investigations, LLC	6/24/16	background check library	LIBRARY FUND	LIBRARY	72.00
				TOTAL:	72.00
County of Santa Fe	6/15/16	GRT Fire Protection	OPERATING FUND	SFC Fire JPA	25,960.89
	6/24/16	impact fee for May 2016	IMPACT FEE ESCROW	NON-DEPARTMENTAL	13,079.02
				TOTAL:	39,039.91
Delta Dental of New Mexico	6/07/16	Insurance Contributions	OPERATING FUND	NON-DEPARTMENTAL	20.03
	6/07/16	Insurance Contributions	OPERATING FUND	NON-DEPARTMENTAL	20.03
	6/07/16	Insurance Contributions	OPERATING FUND	NON-DEPARTMENTAL	20.03
	6/07/16	Insurance Contributions	OPERATING FUND	Finance/Administration	22.94
	6/07/16	Insurance Contributions	OPERATING FUND	Finance/Administration	22.94



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/07/16	Insurance Contributions	OPERATING FUND	Finance/Administration	22.94
	6/07/16	Insurance Contributions	OPERATING FUND	Judicial	22.94
	6/07/16	Insurance Contributions	OPERATING FUND	Judicial	22.94
	6/07/16	Insurance Contributions	OPERATING FUND	Judicial	22.94
	6/07/16	Insurance Contributions	OPERATING FUND	Animal Control	34.28
	6/07/16	Insurance Contributions	OPERATING FUND	Animal Control	34.28
	6/07/16	Insurance Contributions	OPERATING FUND	Animal Control	34.28
	6/07/16	Insurance Contributions	LIBRARY FUND	NON-DEPARTMENTAL	14.83
	6/07/16	Insurance Contributions	LIBRARY FUND	NON-DEPARTMENTAL	14.83
	6/07/16	Insurance Contributions	LIBRARY FUND	NON-DEPARTMENTAL	14.83
	6/07/16	Insurance Contributions	LIBRARY FUND	LIBRARY	59.31
	6/07/16	Insurance Contributions	LIBRARY FUND	LIBRARY	59.31
	6/07/16	Insurance Contributions	LIBRARY FUND	LIBRARY	59.31
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	NON-DEPARTMENTAL	34.29
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	NON-DEPARTMENTAL	34.29
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	NON-DEPARTMENTAL	34.29
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	MUNICIPAL STREETS	137.21
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	MUNICIPAL STREETS	137.21
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	MUNICIPAL STREETS	137.21
	6/07/16	Insurance Contributions	POLICE SP REVENUE	NON-DEPARTMENTAL	56.99
	6/07/16	Insurance Contributions	POLICE SP REVENUE	NON-DEPARTMENTAL	56.99
	6/07/16	Insurance Contributions	POLICE SP REVENUE	NON-DEPARTMENTAL	51.26
	6/07/16	Insurance Premiums	POLICE SP REVENUE	NON-DEPARTMENTAL	5.69
	6/07/16	Insurance Premiums	POLICE SP REVENUE	NON-DEPARTMENTAL	5.69
	6/07/16	Insurance Premiums	POLICE SP REVENUE	NON-DEPARTMENTAL	5.69
	6/07/16	Insurance Premiums	POLICE SP REVENUE	NON-DEPARTMENTAL	5.69
	6/07/16	Insurance Contributions	POLICE SP REVENUE	PUBLIC SAFETY	227.94
	6/07/16	Insurance Contributions	POLICE SP REVENUE	PUBLIC SAFETY	227.94
	6/07/16	Insurance Contributions	POLICE SP REVENUE	PUBLIC SAFETY	205.00
	6/07/16	Insurance Premiums	POLICE SP REVENUE	PUBLIC SAFETY	22.77
	6/07/16	Insurance Premiums	POLICE SP REVENUE	PUBLIC SAFETY	22.77
	6/07/16	Insurance Premiums	POLICE SP REVENUE	PUBLIC SAFETY	22.77
	6/07/16	Insurance Premiums	POLICE SP REVENUE	PUBLIC SAFETY	22.77
				TOTAL:	1,977.45
Dennis Engineering Company	6/09/16	Entrada del Norte reconstr	CAPITAL PROJECTS F	MUNICIPAL STREETS	8,807.40
	6/09/16	Dinkle Road Overlay	CAPITAL PROJECTS F	MUNICIPAL STREETS	3,465.45
				TOTAL:	12,272.85
Double H Auto, Inc	6/08/16	vehicle maintenance	MUNICIPAL STREET F	MUNICIPAL STREETS	70.64
				TOTAL:	70.64
EMW Gas Association	6/02/16	gas bill	OPERATING FUND	Finance/Administration	66.66
	6/02/16	gas bill	OPERATING FUND	Animal Control	24.61
	6/02/16	gas bill	OPERATING FUND	Community Center	29.33
	6/02/16	gas bill	MUNICIPAL STREET F	MUNICIPAL STREETS	82.12
	6/02/16	gas bill	POLICE SP REVENUE	PUBLIC SAFETY	56.50
				TOTAL:	259.22
ENVIRONMENTAL DYNAMICS, INC	6/29/16	Animal Control Facility	CAPITAL PROJECTS F	ANIMAL CONTROL	47.52
				TOTAL:	47.52
EPCOR WATER	6/15/16	water service	OPERATING FUND	Finance/Administration	122.13
	6/17/16	water service	OPERATING FUND	Animal Control	84.21
	6/15/16	water service	OPERATING FUND	Community Center	36.04
	6/17/16	water service	MUNICIPAL STREET F	MUNICIPAL STREETS	131.32

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/17/16	water service	MUNICIPAL STREET F	MUNICIPAL STREETS	1,038.24
	6/17/16	water consumption 341300	RECREATION FUND	PARKS & RECREATION	2,276.81
	6/17/16	water service	POLICE SP REVENUE	PUBLIC SAFETY	79.27
				TOTAL:	3,768.02
EPCOR Water	6/08/16	citric acid and chlorine	WASTEWATER FUND	Ww Collection Line	3,507.00
	6/08/16	operation and maintenance	WASTEWATER FUND	Ww Collection Line	16,188.51
				TOTAL:	19,695.51
East Mountain Specialty, Inc.	6/08/16	PW alarm monitoring	MUNICIPAL STREET F	MUNICIPAL STREETS	80.39
				TOTAL:	80.39
Edgewood Chamber of Commerce	6/15/16	independent contractor	OPERATING FUND	Finance/Administration	1,000.00
				TOTAL:	1,000.00
Edgewood Commercial LLC	6/01/16	library monthly lease	LIBRARY FUND	LIBRARY	5,092.00
				TOTAL:	5,092.00
Entranosa Water & Wastewater	6/08/16	water meter rental	MUNICIPAL STREET F	MUNICIPAL STREETS	85.31
				TOTAL:	85.31
Friends of Estancia Valley Animals	6/01/16	2016 mobile spay-neuter cl	OPERATING FUND	Animal Control	1,000.00
				TOTAL:	1,000.00
Halus Power Systems	6/22/16	semi annual service	OPERATING FUND	Finance/Administration	1,999.00
				TOTAL:	1,999.00
Harris Technology Services, Inc.	6/22/16	PD telephone maintenance	POLICE SP REVENUE	PUBLIC SAFETY	251.81
				TOTAL:	251.81
Hertz Equipment Rental Corporation	6/24/16		MUNICIPAL STREET F	MUNICIPAL STREETS	925.24
				TOTAL:	925.24
Hon Company c/o Source One Office Furn	6/28/16	Hon Company c/o Source One	POLICE SP REVENUE	PUBLIC SAFETY	2.00-
				TOTAL:	2.00-
Honstein Oil Company	6/09/16	fuel	MUNICIPAL STREET F	MUNICIPAL STREETS	987.76
	6/28/16	fuel	MUNICIPAL STREET F	MUNICIPAL STREETS	1,003.03
				TOTAL:	1,990.79
IMSCO	6/27/16		MUNICIPAL STREET F	MUNICIPAL STREETS	213.76
				TOTAL:	213.76
INGRAM LIBRARY SERVICES	6/22/16	Books	LIBRARY FUND	LIBRARY	15.32
	6/08/16	Books	LIBRARY FUND	LIBRARY	98.60
	6/22/16	library books	LIBRARY FUND	LIBRARY	10.39
				TOTAL:	124.31
J-H Supply Company	6/28/16	Park Signs	MUNICIPAL STREET F	MUNICIPAL STREETS	127.76
				TOTAL:	127.76
JR'S Tire & Auto Parts, Inc.	6/01/16	water truck flat tire repa	MUNICIPAL STREET F	MUNICIPAL STREETS	70.00
				TOTAL:	70.00
John C Bassett	6/21/16	binders for P&Z	OPERATING FUND	Planning & Zoning	21.44
				TOTAL:	21.44



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Judicial Education Center Institute of	6/02/16	monthly report fee	OPERATING FUND	Judicial	153.00
				TOTAL:	153.00
KIEWIT New Mexico Co.	6/29/16		MUNICIPAL STREET F	MUNICIPAL STREETS	1,438.40
				TOTAL:	1,438.40
Kustom Signals, Inc.	6/08/16		LAW ENFORCEMENT FU	LAW ENFORCEMENT PROTEC	1,689.00
				TOTAL:	1,689.00
Lil Sonny's Sign Source	6/28/16	P&Z signs	OPERATING FUND	Planning & Zoning	258.00
				TOTAL:	258.00
MHQ of New Mexico	6/29/16	vehicle maintenance	OPERATING FUND	Animal Control	273.33
				TOTAL:	273.33
Mail & Copy Business Center, Inc.	6/22/16	copy 11x17 1 side	RECREATION FUND	PARKS & RECREATION	7.00
				TOTAL:	7.00
NM Municipal Court Clerks Association	6/14/16	membership dues	OPERATING FUND	Judicial	60.00
				TOTAL:	60.00
NM Municipal League of Zoning Official	6/02/16	NMLZO application fee	OPERATING FUND	Planning & Zoning	65.00
				TOTAL:	65.00
NM Retiree Health Care Authority	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	NON-DEPARTMENTAL	230.98
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	NON-DEPARTMENTAL	104.18
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	NON-DEPARTMENTAL	110.26-
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	Finance/Administration	357.82
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	Finance/Administration	104.21
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	Finance/Administration	220.52-
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	Judicial	29.03
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	Judicial	29.02
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	Animal Control	48.74
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	Animal Control	48.73
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	Planning & Zoning	26.41
	6/01/16	NRHC CONTRIBUTIONS	OPERATING FUND	Planning & Zoning	26.40
	6/01/16	NRHC CONTRIBUTIONS	LIBRARY FUND	NON-DEPARTMENTAL	28.49
	6/01/16	NRHC CONTRIBUTIONS	LIBRARY FUND	NON-DEPARTMENTAL	28.49
	6/01/16	NRHC CONTRIBUTIONS	LIBRARY FUND	LIBRARY	56.98
	6/01/16	NRHC CONTRIBUTIONS	LIBRARY FUND	LIBRARY	56.97
	6/01/16	NRHC CONTRIBUTIONS	MUNICIPAL STREET F	NON-DEPARTMENTAL	85.71
	6/01/16	NRHC CONTRIBUTIONS	MUNICIPAL STREET F	NON-DEPARTMENTAL	85.71
	6/01/16	NRHC CONTRIBUTIONS	MUNICIPAL STREET F	MUNICIPAL STREETS	171.45
	6/01/16	NRHC CONTRIBUTIONS	MUNICIPAL STREET F	MUNICIPAL STREETS	171.44
	6/01/16	NRHC CONTRIBUTIONS	RECREATION FUND	NON-DEPARTMENTAL	9.30
	6/01/16	NRHC CONTRIBUTIONS	RECREATION FUND	NON-DEPARTMENTAL	9.55
	6/01/16	NRHC CONTRIBUTIONS	RECREATION FUND	PARKS & RECREATION	18.61
	6/01/16	NRHC CONTRIBUTIONS	RECREATION FUND	PARKS & RECREATION	19.09
	6/01/16	NRHC CONTRIBUTIONS	POLICE SP REVENUE	NON-DEPARTMENTAL	13.23
	6/01/16	NRHC CONTRIBUTIONS	POLICE SP REVENUE	NON-DEPARTMENTAL	13.23
	6/01/16	NRHC CONTRIBUTIONS	POLICE SP REVENUE	NON-DEPARTMENTAL	199.52
	6/01/16	NRHC CONTRIBUTIONS	POLICE SP REVENUE	NON-DEPARTMENTAL	199.52
	6/01/16	NRHC CONTRIBUTIONS	POLICE SP REVENUE	PUBLIC SAFETY	26.47
	6/01/16	NRHC CONTRIBUTIONS	POLICE SP REVENUE	PUBLIC SAFETY	26.46
	6/01/16	NRHC CONTRIBUTIONS	POLICE SP REVENUE	PUBLIC SAFETY	399.04
	6/01/16	NRHC CONTRIBUTIONS	POLICE SP REVENUE	PUBLIC SAFETY	399.04

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TOTAL:					2,693.04
Nationwide Retirement Solutions	6/07/16	RETIREMENT	OPERATING FUND	NON-DEPARTMENTAL	175.00
	6/21/16	RETIREMENT	OPERATING FUND	NON-DEPARTMENTAL	175.00
	6/07/16	RETIREMENT	POLICE SP REVENUE	NON-DEPARTMENTAL	245.00
	6/21/16	RETIREMENT	POLICE SP REVENUE	NON-DEPARTMENTAL	245.00
	TOTAL:				840.00
New Mexico Municipal League	6/08/16	NMACP Meeting	POLICE SP REVENUE	PUBLIC SAFETY	40.00
	TOTAL:				40.00
New Mexico Taxation & Revenue	6/01/16	STATE W/H	OPERATING FUND	NON-DEPARTMENTAL	849.02
	6/01/16	STATE W/H	OPERATING FUND	NON-DEPARTMENTAL	270.21
	6/01/16	STATE W/H	OPERATING FUND	NON-DEPARTMENTAL	65.14
	6/01/16	STATE W/H	LIBRARY FUND	NON-DEPARTMENTAL	75.82
	6/01/16	STATE W/H	LIBRARY FUND	NON-DEPARTMENTAL	75.82
	6/01/16	STATE W/H	MUNICIPAL STREET F	NON-DEPARTMENTAL	126.24
	6/01/16	STATE W/H	MUNICIPAL STREET F	NON-DEPARTMENTAL	126.24
	6/01/16	STATE W/H	RECREATION FUND	NON-DEPARTMENTAL	30.14
	6/01/16	STATE W/H	RECREATION FUND	NON-DEPARTMENTAL	31.32
	6/01/16	STATE W/H	POLICE SP REVENUE	NON-DEPARTMENTAL	488.54
	6/01/16	STATE W/H	POLICE SP REVENUE	NON-DEPARTMENTAL	403.35
	6/01/16	Gross receipt tax	WASTEWATER FUND	Ww Collection Line	88.50
	TOTAL:				2,630.34
Norton Henninger	6/30/16	6-4629 seals	MUNICIPAL STREET F	MUNICIPAL STREETS	31.75
	TOTAL:				31.75
Office Depot	6/08/16	supplies	OPERATING FUND	Finance/Administration	162.72
	6/21/16	supplies	OPERATING FUND	Finance/Administration	1.40
	6/08/16	supplies	POLICE SP REVENUE	PUBLIC SAFETY	231.00
	6/28/16	supplies	POLICE SP REVENUE	PUBLIC SAFETY	45.97
	6/21/16	supplies	POLICE SP REVENUE	PUBLIC SAFETY	95.04
	TOTAL:				536.13
PERA	6/07/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	NON-DEPARTMENTAL	1,109.56
	6/21/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	NON-DEPARTMENTAL	1,109.56
	6/07/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	Finance/Administration	497.59
	6/21/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	Finance/Administration	497.59
	6/02/16	purchase service credit Ka	OPERATING FUND	Judicial	9,306.75
	6/07/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	Judicial	138.59
	6/21/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	Judicial	138.59
	6/07/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	Animal Control	232.72
	6/21/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	Animal Control	232.72
	6/07/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	Planning & Zoning	126.06
	6/21/16	RETIREMENT CONTRIBUTIONS	OPERATING FUND	Planning & Zoning	126.06
	6/07/16	RETIREMENT CONTRIBUTIONS	LIBRARY FUND	NON-DEPARTMENTAL	303.40
	6/21/16	RETIREMENT CONTRIBUTIONS	LIBRARY FUND	NON-DEPARTMENTAL	303.40
	6/07/16	RETIREMENT CONTRIBUTIONS	LIBRARY FUND	LIBRARY	272.06
	6/21/16	RETIREMENT CONTRIBUTIONS	LIBRARY FUND	LIBRARY	272.06
	6/07/16	RETIREMENT CONTRIBUTIONS	MUNICIPAL STREET F	NON-DEPARTMENTAL	912.92
	6/21/16	RETIREMENT CONTRIBUTIONS	MUNICIPAL STREET F	NON-DEPARTMENTAL	912.92
	6/07/16	RETIREMENT CONTRIBUTIONS	MUNICIPAL STREET F	MUNICIPAL STREETS	818.63
	6/21/16	RETIREMENT CONTRIBUTIONS	MUNICIPAL STREET F	MUNICIPAL STREETS	818.63
	6/07/16	RETIREMENT CONTRIBUTIONS	POLICE SP REVENUE	NON-DEPARTMENTAL	140.92
	6/21/16	RETIREMENT CONTRIBUTIONS	POLICE SP REVENUE	NON-DEPARTMENTAL	140.92



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/07/16	RET CONTRIBUTIONS POLICE	POLICE SP REVENUE	NON-DEPARTMENTAL	1,382.03
	6/21/16	RET CONTRIBUTIONS POLICE	POLICE SP REVENUE	NON-DEPARTMENTAL	1,382.03
	6/07/16	PERA-TOWN OF EDGEWOOD,NM	POLICE SP REVENUE	NON-DEPARTMENTAL	140.97
	6/07/16	RETIREMENT CONTRIBUTIONS	POLICE SP REVENUE	PUBLIC SAFETY	126.37
	6/21/16	RETIREMENT CONTRIBUTIONS	POLICE SP REVENUE	PUBLIC SAFETY	126.37
	6/07/16	RET CONTRIBUTIONS POLICE	POLICE SP REVENUE	PUBLIC SAFETY	3,380.46
	6/21/16	RET CONTRIBUTIONS POLICE	POLICE SP REVENUE	PUBLIC SAFETY	3,380.46
	6/07/16	PERA-TOWN OF EDGEWOOD,NM	POLICE SP REVENUE	PUBLIC SAFETY	827.88
				TOTAL:	29,158.22
Plateau	6/15/16	telephone bill	OPERATING FUND	Finance/Administration	325.89
	6/15/16	telephone bill	OPERATING FUND	Community Center	43.15
	6/15/16	telephone bill	LIBRARY FUND	LIBRARY	142.74
	6/15/16	telephone bill	POLICE SP REVENUE	PUBLIC SAFETY	251.01
				TOTAL:	762.79
Presbyterian Health Plan	6/03/16	Health Premiums	OPERATING FUND	NON-DEPARTMENTAL	159.69
	6/03/16	Health Premiums	OPERATING FUND	NON-DEPARTMENTAL	159.69
	6/03/16	Health Premiums	OPERATING FUND	Finance/Administration	322.12
	6/03/16	Health Premiums	OPERATING FUND	Finance/Administration	322.12
	6/03/16	Health Premiums	OPERATING FUND	Animal Control	316.64
	6/03/16	Health Premiums	OPERATING FUND	Animal Control	316.64
	6/03/16	Health Premiums	LIBRARY FUND	NON-DEPARTMENTAL	179.80
	6/03/16	Health Premiums	LIBRARY FUND	NON-DEPARTMENTAL	179.80
	6/03/16	Health Premiums	LIBRARY FUND	LIBRARY	719.18
	6/03/16	Health Premiums	LIBRARY FUND	LIBRARY	719.18
	6/03/16	Health Premiums	MUNICIPAL STREET F	NON-DEPARTMENTAL	477.92
	6/03/16	Health Premiums	MUNICIPAL STREET F	NON-DEPARTMENTAL	477.92
	6/03/16	Health Premiums	MUNICIPAL STREET F	MUNICIPAL STREETS	1,911.68
	6/03/16	Health Premiums	MUNICIPAL STREET F	MUNICIPAL STREETS	1,911.68
	6/03/16	Health Premiums	POLICE SP REVENUE	NON-DEPARTMENTAL	785.63
	6/03/16	Health Premiums	POLICE SP REVENUE	NON-DEPARTMENTAL	785.63
	6/03/16	Health Premium	POLICE SP REVENUE	NON-DEPARTMENTAL	76.64
	6/03/16	Health Premium	POLICE SP REVENUE	NON-DEPARTMENTAL	76.64
	6/03/16	Health Premiums	POLICE SP REVENUE	PUBLIC SAFETY	3,142.52
	6/03/16	Health Premiums	POLICE SP REVENUE	PUBLIC SAFETY	3,142.52
	6/03/16	Health Premium	POLICE SP REVENUE	PUBLIC SAFETY	306.56
	6/03/16	Health Premium	POLICE SP REVENUE	PUBLIC SAFETY	306.56
				TOTAL:	16,796.76
RAKS Building Supply Inc	6/08/16	annex shelves	OPERATING FUND	Finance/Administration	414.24
	6/08/16	building maintenance	OPERATING FUND	Animal Control	215.33
	6/08/16	misc supplies/tools	MUNICIPAL STREET F	MUNICIPAL STREETS	339.20
				TOTAL:	968.77
Robles, Rael & Anaya	6/09/16	attorney fees	OPERATING FUND	Finance/Administration	8,737.50
	6/28/16	attorney fees	OPERATING FUND	Finance/Administration	538.28
	6/09/16	attorney fees	OPERATING FUND	Judicial	3,731.73
	6/09/16	attorney fees	OPERATING FUND	Judicial	176.86
	6/28/16	attorney fees	OPERATING FUND	Judicial	3,096.65
	6/28/16	attorney fees	OPERATING FUND	Judicial	244.39
	6/09/16	attorney fees	POLICE SP REVENUE	PUBLIC SAFETY	186.51
	6/28/16	attorney fees	POLICE SP REVENUE	PUBLIC SAFETY	32.16
				TOTAL:	16,744.08
SAM'S CLUB/SYNCHRONY BANK	6/15/16	supplies	OPERATING FUND	Finance/Administration	47.94

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	47.94
Santa Fe County	6/01/16	JPA-RECC	POLICE SP REVENUE	PUBLIC SAFETY	6,250.00
				TOTAL:	6,250.00
SealMaster	6/17/16		MUNICIPAL STREET F	MUNICIPAL STREETS	106.12
				TOTAL:	106.12
Security USA Protection LLC	6/27/16	annex alarm monitoring	OPERATING FUND	Finance/Administration	125.41
				TOTAL:	125.41
Southwest Copy Systems, Inc.	6/15/16	copier maintenance	OPERATING FUND	Finance/Administration	56.94
	6/15/16	copier maintenance	POLICE SP REVENUE	PUBLIC SAFETY	49.24
				TOTAL:	106.18
Southwest Cyberport	6/15/16	internet service	OPERATING FUND	Judicial	29.69
	6/15/16	internet service	WASTEWATER FUND	Ww Collection Line	21.22
				TOTAL:	50.91
THE HARTFORD	6/03/16	Life Premiums	OPERATING FUND	NON-DEPARTMENTAL	83.34
	6/03/16	Life Premiums	OPERATING FUND	NON-DEPARTMENTAL	83.34
	6/03/16	Life Premiums	MUNICIPAL STREET F	NON-DEPARTMENTAL	112.15
	6/03/16	Life Premiums	MUNICIPAL STREET F	NON-DEPARTMENTAL	112.15
				TOTAL:	390.98
The Center for Municipal Solutions	6/22/16	cell tower review	CELL TOWER ESCROW	CELL TOWER ESCROW	205.13
	6/22/16	cell tower review	CELL TOWER ESCROW	CELL TOWER ESCROW	1,021.14
				TOTAL:	1,226.27
The Independent	6/17/16	advertising	OPERATING FUND	Finance/Administration	59.27
	6/17/16	advertising	OPERATING FUND	Planning & Zoning	68.72
				TOTAL:	127.99
The Maids International, Inc.	6/24/16	janitorial service	OPERATING FUND	Finance/Administration	1,275.51
	6/24/16	janitorial service	OPERATING FUND	Animal Control	362.38
	6/24/16	janitorial service	LIBRARY FUND	LIBRARY	1,259.96
	6/24/16	janitorial service	POLICE SP REVENUE	PUBLIC SAFETY	1,958.36
				TOTAL:	4,856.21
Tomahawk Live Trap LLC	6/17/16	Al035 Disinfectant	OPERATING FUND	Animal Control	157.50
	6/17/16	Shipping	OPERATING FUND	Animal Control	46.94
				TOTAL:	204.44
Tony's Service Center	6/28/16	vehicle maintenance	OPERATING FUND	Animal Control	13.50
				TOTAL:	13.50
Tractor Supply Credit Plan	6/08/16	pet food	OPERATING FUND	Animal Control	148.21
	6/08/16	vise,rope,liner,cast liner	MUNICIPAL STREET F	MUNICIPAL STREETS	69.25
				TOTAL:	217.46
U.S. Postal Service	6/22/16	PO BOX rental	OPERATING FUND	Finance/Administration	330.00
				TOTAL:	330.00
United States Treasury	6/07/16	FED W/H	OPERATING FUND	NON-DEPARTMENTAL	1,053.47
	6/21/16	FED W/H	OPERATING FUND	NON-DEPARTMENTAL	961.87
	6/07/16	FICA W/H	OPERATING FUND	NON-DEPARTMENTAL	964.08



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/21/16	FICA W/H	OPERATING FUND	NON-DEPARTMENTAL	750.35
	6/07/16	MEDICARE W/H	OPERATING FUND	NON-DEPARTMENTAL	225.47
	6/21/16	MEDICARE W/H	OPERATING FUND	NON-DEPARTMENTAL	175.49
	6/07/16	FICA W/H	OPERATING FUND	Legislative	161.20
	6/07/16	MEDICARE W/H	OPERATING FUND	Legislative	37.70
	6/07/16	FICA W/H	OPERATING FUND	Finance/Administration	410.39
	6/21/16	FICA W/H	OPERATING FUND	Finance/Administration	410.39
	6/07/16	MEDICARE W/H	OPERATING FUND	Finance/Administration	95.98
	6/21/16	MEDICARE W/H	OPERATING FUND	Finance/Administration	95.98
	6/07/16	FICA W/H	OPERATING FUND	Judicial	151.62
	6/21/16	FICA W/H	OPERATING FUND	Judicial	89.62
	6/07/16	MEDICARE W/H	OPERATING FUND	Judicial	35.46
	6/21/16	MEDICARE W/H	OPERATING FUND	Judicial	20.96
	6/07/16	FICA W/H	OPERATING FUND	Animal Control	160.04
	6/21/16	FICA W/H	OPERATING FUND	Animal Control	169.51
	6/07/16	MEDICARE W/H	OPERATING FUND	Animal Control	37.43
	6/21/16	MEDICARE W/H	OPERATING FUND	Animal Control	39.65
	6/07/16	FICA W/H	OPERATING FUND	Planning & Zoning	80.83
	6/21/16	FICA W/H	OPERATING FUND	Planning & Zoning	80.83
	6/07/16	MEDICARE W/H	OPERATING FUND	Planning & Zoning	18.90
	6/21/16	MEDICARE W/H	OPERATING FUND	Planning & Zoning	18.90
	6/07/16	FED W/H	LIBRARY FUND	NON-DEPARTMENTAL	282.24
	6/21/16	FED W/H	LIBRARY FUND	NON-DEPARTMENTAL	282.24
	6/07/16	FICA W/H	LIBRARY FUND	NON-DEPARTMENTAL	164.11
	6/21/16	FICA W/H	LIBRARY FUND	NON-DEPARTMENTAL	164.11
	6/07/16	MEDICARE W/H	LIBRARY FUND	NON-DEPARTMENTAL	38.38
	6/21/16	MEDICARE W/H	LIBRARY FUND	NON-DEPARTMENTAL	38.38
	6/07/16	FICA W/H	LIBRARY FUND	LIBRARY	164.11
	6/21/16	FICA W/H	LIBRARY FUND	LIBRARY	164.11
	6/07/16	MEDICARE W/H	LIBRARY FUND	LIBRARY	38.38
	6/21/16	MEDICARE W/H	LIBRARY FUND	LIBRARY	38.38
	6/07/16	FED W/H	MUNICIPAL STREET F	NON-DEPARTMENTAL	467.98
	6/21/16	FED W/H	MUNICIPAL STREET F	NON-DEPARTMENTAL	467.98
	6/07/16	FICA W/H	MUNICIPAL STREET F	NON-DEPARTMENTAL	499.40
	6/21/16	FICA W/H	MUNICIPAL STREET F	NON-DEPARTMENTAL	499.40
	6/07/16	MEDICARE W/H	MUNICIPAL STREET F	NON-DEPARTMENTAL	116.79
	6/21/16	MEDICARE W/H	MUNICIPAL STREET F	NON-DEPARTMENTAL	116.79
	6/07/16	FICA W/H	MUNICIPAL STREET F	MUNICIPAL STREETS	499.40
	6/21/16	FICA W/H	MUNICIPAL STREET F	MUNICIPAL STREETS	499.40
	6/07/16	MEDICARE W/H	MUNICIPAL STREET F	MUNICIPAL STREETS	116.79
	6/21/16	MEDICARE W/H	MUNICIPAL STREET F	MUNICIPAL STREETS	116.79
	6/07/16	FED W/H	RECREATION FUND	NON-DEPARTMENTAL	107.32
	6/21/16	FED W/H	RECREATION FUND	NON-DEPARTMENTAL	107.32
	6/07/16	FICA W/H	RECREATION FUND	NON-DEPARTMENTAL	57.67
	6/21/16	FICA W/H	RECREATION FUND	NON-DEPARTMENTAL	57.67
	6/07/16	MEDICARE W/H	RECREATION FUND	NON-DEPARTMENTAL	13.49
	6/21/16	MEDICARE W/H	RECREATION FUND	NON-DEPARTMENTAL	13.49
	6/07/16	FICA W/H	RECREATION FUND	PARKS & RECREATION	57.67
	6/21/16	FICA W/H	RECREATION FUND	PARKS & RECREATION	57.67
	6/07/16	MEDICARE W/H	RECREATION FUND	PARKS & RECREATION	13.49
	6/21/16	MEDICARE W/H	RECREATION FUND	PARKS & RECREATION	13.49
	6/07/16	FED W/H	POLICE SP REVENUE	NON-DEPARTMENTAL	10,328.02
	6/21/16	FED W/H	POLICE SP REVENUE	NON-DEPARTMENTAL	761.70
	6/07/16	FICA W/H	POLICE SP REVENUE	NON-DEPARTMENTAL	3,315.69
	6/21/16	FICA W/H	POLICE SP REVENUE	NON-DEPARTMENTAL	1,124.07
	6/07/16	MEDICARE W/H	POLICE SP REVENUE	NON-DEPARTMENTAL	775.44

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/21/16	MEDICARE W/H	POLICE SP REVENUE	NON-DEPARTMENTAL	262.87
	6/07/16	FICA W/H	POLICE SP REVENUE	PUBLIC SAFETY	3,315.69
	6/21/16	FICA W/H	POLICE SP REVENUE	PUBLIC SAFETY	1,124.07
	6/07/16	MEDICARE W/H	POLICE SP REVENUE	PUBLIC SAFETY	775.44
	6/21/16	MEDICARE W/H	POLICE SP REVENUE	PUBLIC SAFETY	262.87
				TOTAL:	33,566.42
VISION SERVICE PLAN - (IC)	6/07/16	Insurance Contributions	OPERATING FUND	NON-DEPARTMENTAL	1.76
	6/07/16	Insurance Contributions	OPERATING FUND	NON-DEPARTMENTAL	1.76
	6/07/16	Insurance Contributions	OPERATING FUND	Finance/Administration	3.52
	6/07/16	Insurance Contributions	OPERATING FUND	Finance/Administration	3.52
	6/07/16	Insurance Contributions	OPERATING FUND	Animal Control	3.52
	6/07/16	Insurance Contributions	OPERATING FUND	Animal Control	3.52
	6/07/16	Insurance Contributions	LIBRARY FUND	NON-DEPARTMENTAL	2.47
	6/07/16	Insurance Contributions	LIBRARY FUND	NON-DEPARTMENTAL	2.47
	6/07/16	Insurance Contributions	LIBRARY FUND	LIBRARY	9.90
	6/07/16	Insurance Contributions	LIBRARY FUND	LIBRARY	9.90
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	NON-DEPARTMENTAL	5.05
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	NON-DEPARTMENTAL	5.05
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	MUNICIPAL STREETS	20.21
	6/07/16	Insurance Contributions	MUNICIPAL STREET F	MUNICIPAL STREETS	20.21
	6/07/16	Insurance Contributions	POLICE SP REVENUE	NON-DEPARTMENTAL	9.20
	6/07/16	Insurance Contributions	POLICE SP REVENUE	NON-DEPARTMENTAL	8.32
	6/07/16	Insurance Contributions	POLICE SP REVENUE	PUBLIC SAFETY	36.84
	6/07/16	Insurance Contributions	POLICE SP REVENUE	PUBLIC SAFETY	33.32
				TOTAL:	180.54
Verizon Wireless Service, LLC	6/15/16	cell phone Juan Torres	OPERATING FUND	Finance/Administration	163.71
	6/15/16	cell phone service	OPERATING FUND	Finance/Administration	117.98
	6/15/16	cell phone service	OPERATING FUND	Animal Control	116.97
	6/15/16	cell phone service	MUNICIPAL STREET F	MUNICIPAL STREETS	192.64
	6/15/16	cell phone service	RECREATION FUND	PARKS & RECREATION	63.14
	6/15/16	cell phone service	POLICE SP REVENUE	PUBLIC SAFETY	55.88
	6/21/16	computer car internet	POLICE SP REVENUE	PUBLIC SAFETY	416.56
	6/17/16	PD laptop	POLICE SP REVENUE	PUBLIC SAFETY	42.81
				TOTAL:	1,169.69
WALMART COMMUNITY/GEMB	6/01/16	supplies	OPERATING FUND	Finance/Administration	99.85
	6/27/16	25 ft cord	OPERATING FUND	Community Center	16.34
	6/01/16	vehicle maintenance	MUNICIPAL STREET F	MUNICIPAL STREETS	96.94
	6/01/16	cat litter/oil spill	MUNICIPAL STREET F	MUNICIPAL STREETS	22.15
	6/01/16	trimmer/rake	MUNICIPAL STREET F	MUNICIPAL STREETS	107.97
	6/27/16	keys for water truck	MUNICIPAL STREET F	MUNICIPAL STREETS	8.90
	6/27/16	plant food	MUNICIPAL STREET F	MUNICIPAL STREETS	8.48
	6/01/16	supplies	RECREATION FUND	PARKS & RECREATION	67.97
	6/01/16	supplies	POLICE SP REVENUE	PUBLIC SAFETY	7.47
				TOTAL:	436.07
WEX BANK	6/17/16	fuel	OPERATING FUND	Animal Control	76.77
	6/17/16	fuel	MUNICIPAL STREET F	MUNICIPAL STREETS	313.39
	6/17/16	fuel	POLICE SP REVENUE	PUBLIC SAFETY	2,189.61
				TOTAL:	2,579.77
Waste Management of New Mexico	6/01/16	waste disposal service	OPERATING FUND	Finance/Administration	157.91
	6/01/16	waste disposal service	OPERATING FUND	Community Center	158.74
				TOTAL:	316.65



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Wells Fargo Card Service Payment Remit	6/09/16	Hotel Mayor Bassett	OPERATING FUND	Legislative	141.95
	6/09/16	reg Sherry/Chuck Town Hall	OPERATING FUND	Legislative	200.00
	6/09/16	email hosting/office 365	OPERATING FUND	Finance/Administration	937.78
	6/09/16	Hotel Bonnie	OPERATING FUND	Planning & Zoning	211.22
	6/09/16	safet y vest	MUNICIPAL STREET F	MUNICIPAL STREETS	99.99
				TOTAL:	1,590.94
William White	6/28/16	mileage reimbursement	OPERATING FUND	Judicial	28.60
				TOTAL:	28.60
Windmill Water, Inc.	6/09/16	bottled water	OPERATING FUND	Finance/Administration	19.58
	6/21/16	Bottled water	OPERATING FUND	Finance/Administration	37.88
	6/08/16	bottled water	OPERATING FUND	Animal Control	14.45
	6/28/16	bottled water	OPERATING FUND	Animal Control	7.22
	6/08/16	bottled water	POLICE SP REVENUE	PUBLIC SAFETY	19.58
	6/28/16	bottled water	POLICE SP REVENUE	PUBLIC SAFETY	32.64
				TOTAL:	131.35

## \*\*PAYROLL EXPENSES

6/01/2016 - 6/30/2016	OPERATING FUND	Legislative	2,600.00
	OPERATING FUND	Finance/Administration	13,412.82
	OPERATING FUND	Judicial	3,902.41
	OPERATING FUND	Animal Control	5,553.54
	OPERATING FUND	Planning & Zoning	2,640.00
	LIBRARY FUND	LIBRARY	5,697.60
	MUNICIPAL STREET F	MUNICIPAL STREETS	17,144.00
	RECREATION FUND	PARKS & RECREATION	1,860.48
	POLICE SP REVENUE	PUBLIC SAFETY	73,224.76
		TOTAL:	126,035.61

## ----- FUND TOTALS -----

100	OPERATING FUND	110,695.85
211	LAW ENFORCEMENT FUND	5,624.00
213	LIBRARY FUND	18,116.62
216	MUNICIPAL STREET FUND	39,934.32
217	RECREATION FUND	5,009.59
299	POLICE SP REVENUE FUND	133,278.53
399	CAPITAL PROJECTS FUND	291,256.18
503	WASTEWATER FUND	22,743.89
600	IMPACT FEE ESCROW FUND	13,079.02
700	CELL TOWER ESCROW FUND	1,226.27

-----

GRAND TOTAL:	640,964.27
--------------	------------

-----

## SELECTION CRITERIA

-----  
SELECTION OPTIONS

VENDOR SET: 01-TOWN OF EDGEWOOD  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 6/01/2016 THRU 6/30/2016

-----  
PAYROLL SELECTION

PAYROLL EXPENSES: YES  
CHECK DATE: 6/01/2016 THRU 6/30/2016

-----  
PRINT OPTIONS

PRINT DATE: Check Date  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: C O U N C I L   R E P O R T  
SIGNATURE LINES: 0

-----  
PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO

-----